



India Rainbow Community Services of Peel (IRCS)

JOB POSTING

- Job Position:** Family Court Support Worker
Department: Family Services
Status: Monday to Friday – 35 hrs per week
(1 year contract position, with the possibility of an extension)
Location: Mississauga with local travel
Compensation: Commensurate with skills and experience

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, accredited community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to Peel's communities, enabling integration and supporting their settlement, social service, health, and educational needs. The Family Services program is a French Language Service provider.

Position Summary:

In this dual role, the incumbent will work as part of a multidisciplinary team providing direct support (legal, referral and information) to victims of intimate partner violence who are involved in the family court system, counselling, advocacy, information and support services in crisis situations &/or dealing with the impact of violence in their lives in a positive, culturally responsive, constructive and supportive manner.

Responsibilities and Duties: *(but not limited to)*

- Complete risk assessments and assist in developing safety planning for the client and their children
- Orient clients with family court procedures and processes, arrange for and/or attend court and legal appointments with client as necessary
- Assist clients with legal aid applications, documenting history of abuse and all other legal forms
- Support clients in navigating the family law, immigration and child protection systems
- Provide referrals to clients for complimentary or alternative services that will support their family court process
- Maintain knowledge of current and new legislation that pertains to all aspects of the family court system
- Assist clients in accessing the Ministry of the Attorney General (MAG) website & resources
- Develop and maintain good working relationships with referral agencies, crowns, lawyers, police and other outside professionals and advocate on the issues of sexual and domestic violence as it pertains to the Family Court process
- Ensure that cultural interpreters are available as needed
- Plan, develop, organize and provide educational workshops to clients, staff and community partners on the family court system
- Provide one-to-one emotional and practical support to clients
- Assist clients with identifying their needs, exploring options and resources, educating them on the issues of abuse and providing support to the families in order for them to make decisions and formulate plans
- Develop individually tailored safety and transition plans, goal-setting, problem-solving and conflict resolution for clients at risk
- Provide individual and group counselling and support services
- Organize and conduct case conferences for clients
- Input client information into database, document accurate records of abuse and maintain up-to-date records of service delivery and client case files
- Participate in internal and external committees and collaborate with community groups to respond to our clients' needs
- Liaise with community and networking partners, agencies & groups to enhance working relationships & promote IRCS's services & programs
- Plan, develop and facilitate groups
- Be familiar with current community resources, provide options, refer and connect clients as needed
- Complete and maintain case records including completing required documentation in a timely fashion
- Collect client feedback for continuous quality improvement
- Research, analyze and document program requirements effectively
- Complete all required statistical and narrative reports
- Participate in staff meetings and provide updates on caseload and program to other staff members
- Train and supervise volunteers and student placements
- Participate in staff development opportunities as appropriate
- Ensure compliance with the IRCS's policies, procedures, and protocols
- Perform other duties as required





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Qualifications and Skills:

- Bachelors of Social Work or equivalent
- An excellent working knowledge of and a minimum of 2 years' experience in supporting clients who have experienced abuse
- A demonstrated knowledge/awareness of partner abuse, the dynamics of violence and abuse and the challenges faced by victims of domestic violence in the Ontario context
- Experience navigating the family court and intimate partner violence support systems
- Knowledge of the Child and Family Services Act, Family Law, Legal Aid and the Family Responsibility Office
- Demonstrated skills in case management, assessment and intervention, clinical writing, advocacy, conflict resolution techniques, mediation and domestic violence risk assessment
- Demonstrated experience in group facilitation, individual, crisis and anti-violence counseling and advocacy
- Understanding of criminal processes as they interact with the family court system
- Well-developed knowledge and sensitivity of settlement, social and cultural issues and barriers experienced by women and children, especially South-Asian women & children
- Solid interpersonal, administrative, organizational and problem-solving skills
- Ability to maintain confidential records and documentation, in addition to writing objective and descriptive contact notes
- Ability to network & liaison with internal programs and external service providers and facilitate the development of joint service provider/partnerships
- Demonstrated verbal & written English communication skills and a South Asian language
- Computer proficiency in Windows Office suite, email, internet and experience using a client database system
- Sound knowledge of and experience in serving clients of diverse backgrounds, as well as clients with disabilities.
- Current Criminal Record Check including Vulnerable Screening will be required
- Valid Driver's License with reliable transportation
- Ability to work flexible hours including evenings, weekends and to work from any IRCS work-site

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@indiarainbow.org by 12:00pm, June 20, 2016. Please ensure your application email has the subject heading of 'FCSW - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

