



## EMPLOYMENT OPPORTUNITY

The Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. We envision a future where women from diverse backgrounds are empowered to reach their goals and dreams as equal and contributing members of Canadian society. CIWA's Mission is to deliver professional services that facilitate the integration and full participation of women and their families in the community. We are seeking an individual who shares our values of; Equality, Empathy, Integrity and Inclusiveness.

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### **Healthy Families Home Visitor– (Part Time 20 Hours/week) – Limited term position, One Year Maternity Leave, commencing January 5, 2009**

Under the direct supervision of the Program Supervisor, optimizes the home environment for the physical, mental, and emotional well-being of children, assisting in strengthening the parent-child relationship by improving parenting skills, reducing family stress, and meeting needs of overburdened parents. This position requires working with individual parents and groups.

#### **Duties:**

- Establishes and maintains a trusting relationship with overburdened families by providing regular contact through home visits
- Establishes and maintains relationships with parents facing many challenges
- Uses advanced observation skills to identify family concerns and implement effective interventions
- Maintains advanced knowledge of substance abuse and domestic violence and their effect on families
- Practice appropriate intervention strategies; applies advanced knowledge of parent-child interaction, child development, and dynamics of child abuse & neglect to teach positive & non-violent techniques
- Utilizes advanced strength-based, solution-focused strategies in working with families. Appropriately establishes boundaries and sets limits in relationships with families.
- Assists parents in making and attending appointments for doctors, social service agencies, etc.
- Acts as an interpreter occasionally for clients with language barrier. Acts as a liaison between families and other community agencies
- Teaches families self-reliance; establishes and effectively implements a family support plan with goals, objectives, and activities identified with parents
- Meets with supervisor on weekly basis to evaluate status of families in caseload
- Has familiarity with, and advanced knowledge of community resources and uses this appropriately to meet needs of families
- Records home visit observations and activities in a complete, concise, and timely manner as required as well as maintains files of hard copies
- Performs developmental assessment and makes and implements recommendations
- provides leadership in actively participating in regular staff meetings, case conferences, in-service training, and other meetings as required
- Assists parents with paperwork needed in applications for programs such as medical or financial assistance
- Escorts but does not transport families to and from doctor's appointments, other social services agencies, picnics, outings, and social events as appropriate
- Makes presentations to other organizations regarding program in meetings, etc
- Participates in CIWA related activities as appropriate

#### **QUALIFICATIONS**

- Degree or diploma in Human Services
- Must have a minimum of one year of experience and demonstrated proficiency as a Home Visitor
- Second language is required

- A vehicle and drivers license is required

**START DATE: January 5, 2009**

Please send a cover letter and resume to:  
Bob Cooper, Human Resources Coordinator  
Calgary Immigrant Women's Association  
#200, 138 - 4<sup>th</sup> Avenue SE  
Calgary, Alberta T2G 4Z6  
Fax: (403) 264-3914

**Email: [bobc@ciwa-online.com](mailto:bobc@ciwa-online.com)**

We thank all those interested in advance but due to the high volume of replies expected only those selected for an interview will be contacted.