

STUDENT PLACEMENT POSITION DESCRIPTION

Position Title: Family Services Student Placement	Locations: 3038 Hurontario Street, Mississauga 60 Gillingham Dr., Brampton
<p><u>Responsibilities and Duties:</u> <i>(but not limited to)</i></p> <ul style="list-style-type: none"> ▪ Under the direction and guidance of the Family Services staff: <ul style="list-style-type: none"> ▪ Assist in conducting new client intake, needs and risk assessment. ▪ Attend counselling, crisis intervention and mediation sessions when appropriate. ▪ Observe staff and take accurate case notes. ▪ Assist clients in completing applications for subsidized housing and daycare, HASP, ODSP, OW etc. ▪ Assist in the planning, delivery and administration of mental health workshops/groups, youth and parenting workshops, wellness groups and other group program initiatives. ▪ Conduct follow-up phone calls to clients. ▪ Assist in developing comprehensive assessments with clients and supports to identify client strengths and needs. ▪ Guide clients in the process of documentation gathering for the Family Court process. ▪ Provide emotional support to clients who have matters before the courts. ▪ Provide supportive counselling to clients to achieve their goals in the community. ▪ Complete learning contract in conjunction with the placement supervisor. Attend agency and related committee staff meetings. ▪ Provide relief reception duties - answering telephones, welcoming clients, taking accurate messages etc. ▪ Interact with the program participants in a professional and polite manner. ▪ Become familiar with the agency's programs, services, practices and staff. ▪ Complete all tasks and responsibilities within assigned timelines. ▪ Notify the supervisor of absences and/or lateness. ▪ Adhere to the vision, mission, vision, and guiding values of the organization and the Family Services Program. ▪ Maintain confidentiality of clients, staff and peers. ▪ Represent Indus in a professional manner at all times. ▪ Arrive on time and be committed to the agency and the agreed upon hours. ▪ Assist with all other duties as assigned. 	
<p><u>Qualifications and Skills:</u></p> <ul style="list-style-type: none"> ▪ Currently enrolled in a Social Work/Social Service Worker program. ▪ Strong understanding of the duality of cultures and issues affecting South Asian youth, the cycle of violence and its effect on the family; and knowledge of the family justice system, Mental Health Act, community resources, appropriate legislation. ▪ Demonstrate an awareness of the organization and its programs/services and community needs. ▪ Demonstrate communication skills with diverse groups and individuals, non-judgmental acceptance and respectful of confidentiality. ▪ Ability to remain objective in emotional situations. ▪ Demonstrate professional work behaviour including time management, responsibility for assigned tasks, attention to work details, in addition to solid interpersonal and organizational skills. ▪ Must demonstrate initiative, a positive attitude and an ability to work in a team setting. ▪ Clear and accurate verbal and written English communication skills and one or more South Asian language. ▪ Ability to take direction from staff at all levels. ▪ Proficiency in Microsoft Office Suite, Internet & Email. ▪ Ability work from multiple sites in Mississauga & Brampton. ▪ Able to travel and work from multiple work-sites as needed. ▪ Indus' mandatory COVID-19 vaccination policy that requires all employees be fully vaccinated by a Health Canada approved COVID-19 vaccine has been temporarily suspended. Currently new employees will not have to show evidence of vaccination. Indus reserves the right to reactivate this policy at its own discretion based on Public Health recommendations. Individuals with valid medical or other human rights-based exemptions will continue to be considered for appropriate accommodation within the policy and in accordance with the Ontario Human Rights Code. 	

Note: This description is intended as a guide to reflect the principal functions of the role. However, it is not an all-inclusive listing of the required functions. Further, the description is subject to change at the discretion of management.