



JOB DESCRIPTION

Position: Caroline Families First (Care Coordinator)

Accepts Students: Fall (Sept),

Location: Burlington

The Caroline Families First initiative is a family-driven wraparound model of care that seeks to address the need for open communication between primary care and community-based mental health services. The referrals for our service come directly from physicians at two different family health teams and a group of community pediatricians all based in Burlington. This program hopes to build a system-wide understanding of families and the importance of listening to what they say and recognizing the value of what they bring to the table. We support kiddos 0-21yrs of age struggling with complex mental health concerns along with dual diagnosis, we bring in supports and build a team based on the family's goals.

Key Responsibilities

- As part of a family centred multidisciplinary team, responsibility for developing, implementing and monitoring family care plans under the framework of high-fidelity wraparound that ensure high fidelity and appropriate treatment planning and interventions for children/youth and their families with the support/overseeing of a supervisor.
- In conjunction with your supervisor serve as the central point of contact for all team members.
- Demonstrate commitment to the principals of family centred care, family engagement and family support.
- Develop and coordinate individual family wraparound teams inclusive or formal, informal and natural supports.
- Provide coordination of care and facilitate communication among the family care teams and with family doctors and pediatricians.
- Provision of administration duties; distribution of family care plans, not taking and meeting minutes, casework case note documentation, and other documentation as required, coordinate and facilitate wraparound meetings.
- Facilitate and lead family team meetings demonstrating an ability to address and remove barriers, ensure family voice and choice is heard.

Qualifications

- BSW, ADMH or 3rd year CYCs preferred
- Ability to take initiative, work independently and collaboratively, good verbal and written communications skills, and interpersonal skills
- Sound decision making and problem-solving skills
- Ability to establish relationships with clients that demonstrates self awareness and appropriate professional boundaries
- Experience working in the social service setting (volunteer or paid) is an asset
- Computer literate
- Available to work some flexible hours according to client/program needs
- Valid Ontario License and access to use of a reliable vehicle



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