



*Calgary Immigrant Women's Association is a not for profit Immigrant serving agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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## **Home Visitor - Family Resource Network Part Time Position - 20 hours per week**

Home Visitor for Family Resource Network is responsible to deliver targeted and intensive home visitation services to build the capacity of parents (immigrant, new Canadian, Indigenous, and Canadian).

### **DUTIES AND RESPONSIBILITIES**

- Deliver direct targeted and intensive home visitation services to immigrant and new Canadian parents with children 0 – 6 years, focusing primarily on those 0 – 12 months of age
- Work in collaboration with CIWA's Home Support Program to extend home visitation services for immigrant and new Canadian parents with children 7 to 17 years
- Refer immigrant and new Canadian parents to formal or informal partners who are able to provide intensive support for immigrant and new Canadian parents
- Establish and maintain a trusting relationship with families at risk by providing regular contact through home visits
- Use advanced observation skills to identify family concerns and implement effective interventions
- Maintain advanced knowledge of substance abuse and domestic violence and their effect on families
- Practice appropriate intervention strategies
- Apply advanced knowledge of parent-child interaction, child development, and the dynamics of child abuse and neglect to teach positive and non-violent child management techniques
- Utilize advanced strength-based, solution-focused strategies in working with families.
- Ensure that newcomer families have access to first language interpretation support if needed
- Establish and effectively implement a family support plan with goals, objectives, and activities identified with parents
- Meet with team leader on a weekly basis to evaluate status of families in caseload
- Develop familiarity with, and advanced knowledge of community resources and use this appropriately to meet needs of families
- Record home visit observations and activities in a complete, concise, and timely manner as required as well as maintain files of hard copies
- Perform developmental assessment and makes and implement recommendations
- Participate 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
- Assist program coordinator with outcome measurement and evaluation
- Ensure client data entry is complete in CMS database
- Attend and participate in CIWA events

- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

### **STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

### **QUALIFICATIONS**

- A university degree in human services, social work, psychology, or education
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Must have a minimum of one year of experience and demonstrated proficiency as a home visitor
- Must demonstrate time-management abilities and have proven counselling, problem solving and decision making skills
- Excellent communication skills (both written and verbal) and ability to work in a team environment are essential
- Second language is required, Arabic language preferred
- A valid driver's license and reliable vehicle is required

**Pre-employment requirement:** Successful candidate must clear Police Check including Vulnerable Sector Check, Child Intervention Check, CPR, First Aid certification is required.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

### **Human Resources**

Calgary Immigrant Women's Association  
Suite 200, 138 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax: 403.264.3914  
Email: [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*