



**\*\* EMPLOYMENT OPPORTUNITY \*\***  
**(Full time –Permanent)**

**POSITION: Family Outreach Worker**

**PROGRAM: Family Outreach Program**

The Family Outreach Program seeks to reduce and prevent poverty in Waterloo Region through the support of families with children 0-17 years of age living on a limited income by providing tangible resources, guidance and advice to navigate the various support systems available.

Reporting to the Family Outreach Program Coordinator, the Family Outreach Worker provides services across Waterloo Region, focused on reducing/preventing child poverty. FOWs work with families to ensure access to basic needs such as food, clothing, shelter, transportation, employment, education and recreation.

**GENERAL RESPONSIBILITIES:**

1. To provide support as needed to families with children age 0-17 who are living on a limited income
2. To complete administrative tasks related to Family Outreach work
3. To work in a safe and healthy manner
4. House of Friendship organization responsibilities

**QUALIFICATIONS:**

1. Some University or College education or training in social services required
2. Experience working with diverse populations including people from various cultural backgrounds and income levels, and sensitivity to their needs
3. Proven communication and organizational skills
4. Excellent interpersonal skills and a team player
5. Strong knowledge of community resources
6. Thorough understanding of the principles of community development
7. Successful at working independently with minimal supervision
8. Computer skills - primarily MS Office (Word, Excel etc.)
9. Experience working within a non-profit and/or social services environment preferred
10. Commitment to understand and uphold the mission and values of House of Friendship is expected
11. Current standard first aid certificate or willingness to obtain at hiring
12. Must provide a police records check including vulnerable sector check

**POSITION DETAILS:**

- 37.5 hours per week
- This position will work at more than one site within the region. A valid driver's license and reliable vehicle or ability to travel using transit is required.

**PLEASE SUBMIT COVER LETTER AND RESUME TO:**

Human Resources:

E-mail: [humanresources@houseoffriendship.org](mailto:humanresources@houseoffriendship.org)

**APPLICATION CLOSING DATE: February 22, 2017**

**POSITION START DATE: As Soon As Possible**

We thank all applicants. Only those selected for an interview will be contacted