

Strongest Families Institute/L'Institut des Familles Solides



Location: Lower Sackville EVALUATION ASSISTANT

Job Summary

We are growing once again! Strongest Families Institute (www.strongestfamilies.com) is a rapidly growing charitable organization, powered by it's people – and more importantly, it is piloted by talented, customer-focused individuals who value integrity, innovation and quality. We are looking for polite, hard-working candidates who want to build a rewarding career, with opportunities for advancement, in a dynamic and collaborative work environment. We deliver mental health care to children, youth and families, from a distance using educational materials and telephone support from a non-professional 'coach'. Evaluation Assistants schedule and administer semi-structured interviews pre and post Strongest Families intervention.

Duties and Responsibilities

1. Schedules and administers semi-structured interviews/questionnaires to parents/caregivers and youth based on specified protocol regime using a computerized system
2. Reports any client concerns or safety issues immediately to direct supervisor or supervisor on call
3. Ensures clients are serviced in a timely manner
4. Ensures that continuity of care is delivered to clients as per Strongest Families protocol procedures
5. Maintains the client file with adequate and accurate documentation
6. Maintains a flexible working schedule to ensure services are offered at convenient times to the family (i.e. days, evenings, late nights, weekends)
7. Other duties as assigned
8. French first language is an asset

Reports directly to Evaluation Team Lead and Evaluation Manager. The successful candidate will have outstanding interpersonal and organizational skills and a great team player.

Please apply with cover letter and resume to:

**info@strongestfamilies.com
Attn: Naomi LeBlanc**