

# Evaluation Assistant

## Job Summary

We are growing once again! Strongest Families Institute ([www.strongestfamilies.com](http://www.strongestfamilies.com)) is a rapidly growing charitable organization, powered by its 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

- Schedules and administers semi-structured interviews/questionnaires to parents/caregivers and youth based on specified protocol regime using a computerized system,
- Reports any client concerns or safety issues immediately to direct supervisor or supervisor on call,
- Ensures clients are serviced in a timely manner,
- Ensures that continuity of care is delivered to clients as per Strongest Families protocol procedures,
- Maintains the client file with adequate and accurate documentation,
- Maintains a flexible working schedule to ensure services are offered at convenient times to the family (i.e., days, evenings, late nights, weekends),
- Other duties as assigned,
- 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](mailto:info@strongestfamilies.com)**

**Attention: Naomi LeBlanc**

Location: Lower Sackville, Nova Scotia