

CEV Program Coordinator, YWCA Regina

June 11, 2018

Hours of Work: 37.5 Hours per week, as determined by the needs of the program.

Length of Employment: Term – September 2018 – March 2020

Open to: Internal and External applicants

The YWCA Regina exists to support and empower women, children and youth in addressing their diverse needs in the realization of their full potential, which benefits all. And further, it exists so that:

- Women, youth & children are safe, secure & free from abuse,
- Women, youth & children are empowered & supported in making healthy choices,
- Women, youth & children are making independent choices & are taking responsibility for their lives, &
- Women, youth & children work towards a better world for themselves & others.

Position Description

The Program Coordinator is responsible for direct service provision and ongoing coordination of the Y's Kids Children Exposed to Violence program as per agreement with Saskatchewan Justice. This is a term position and operates under the direct supervision of the YWCA Manager of Social Programs.

Purpose

The Program Coordinator ensures the effective implementation of programs and interventions directed toward children and youth who have been exposed to domestic or community violence or are at risk for such exposure. This staff person ensures that publicity, referral process, arranging of facilities and resources, group and individual interventions, follow-up, documentation, and outcome measurements all occur in a timely and efficient manner.

Responsibilities:

1. Organize three 10-week group sessions for children each year.
 - a. Confirm availability of meeting space
 - b. Communication with facilitators as needed
 - c. Publicize groups to the community by way of mailouts, emails, and personal contacts
 - d. Attend all group meetings to assist with facilitation as well as to provide support and troubleshooting for all facilitators
 - e. Ensure provision of nutritious snacks for the children
2. Implement the intake process for children entering groups
 - a. Field calls from referral agents
 - b. Coordinate interviews with each parent/caregiver and child to determine the needs of the child
 - c. Assign each child to an appropriate group or alternate service
 - d. Communicate to facilitators regarding the needs of each child

- e. Keep detailed written records of each intake
3. Provide one-to-one support for children as needed
 - a. Meet with children on their own or with their mothers/caregivers as deemed beneficial for children who require supplementary or alternative intervention to that available in current groups
4. Offer support to the parents/caregivers of children attending the groups
 - a. Provide a package of written information including program descriptions, information regarding parenting for children who have witnessed violence, and resources for parents
 - b. Communicate with parents/caregivers as necessary regarding the group and the needs of their children
 - c. Meet individually with parents/caregivers as needed to offer support regarding the needs of their children
 - d. Utilize internal resources and partnerships to ensure programming for mothers to take place during group times
5. Implement evaluation of the group program
 - a. Ensure that each child completes a survey at the beginning and end of each group and compile comparative data for each child, each group and the program as a whole
 - b. Solicit and record comments from parents/caregivers and referral agents
 - c. Maintain statistical information regarding participation in each group
6. Develop and implement follow-up services for children
 - a. Initiate individual contact with children as arranged with the custodial parent/caregiver
 - b. Delegate ongoing follow-up to facilitators and volunteers
 - c. Monitor the progress of children receiving follow-up and engage in case planning
 - d. Organize and implement special projects as funding becomes available
 - e. Develop volunteer resources to assist with children's follow-up
7. Act as an educational resource to the community
 - a. Distribute informational resources
 - b. Offer individual consultation and group education on issues pertaining to children who witness violence.
 - c. Implement and facilitate educational programming in schools and community settings
 - d. Participate in planning for community education events
8. Coordinate YWCA Summer Day Camps
 - a. During the summer months when the CEV group does not run the coordinator will be in charge of planning and organizing the social programs summer day camps.
9. Coordinate the Power of Being You Conference
 - a. In October during the YWCA national Week Without Violence the YWCA Regina puts on a violence prevention conference for high school students. The coordinator is in charge of planning and organizing this conference.

Qualifications:

- Bachelor's degree in social work, education or equivalent training and/or experience
- Ability to maintain confidentiality
- Ability to manage and prioritize multiple tasks
- Knowledge of child development, domestic violence and related issues
- Effective oral and written communication skills
- Ability to develop rapport with children and adults from diverse backgrounds
- Ability to work independently and as part of a team
- Valid Saskatchewan driver's license

To Apply: Submit cover letter and resume to Laura Leslie, Manager of Social Programs at laural@ywcaregina.com or fax 306-525-2171 or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by June 26th, 2018. Only applicants selected for an interview will be contacted. No phone calls please.

