



Child Support Worker, YWCA Regina KITS

January 22, 2018

Hours of Work: 6pm-11pm rotation

Length of Employment: Permanent Part Time

Start Date: immediate

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

Under the direct supervision of the Director of Children's Housing designate Child Support Workers are responsible for providing a safe and nurturing residential environment for children in the custody of the Ministry of Social Services. The residential facility and staff cares for and supervises children aged 0-12 on a 24-hour basis.

The children in this shelter have been traumatized and have often experienced extremely unsafe and unhealthy situations. As a result, their behavior is often inappropriate and extreme. Staff need to create an environment that promotes safety, support, trust and respect. Children should be exposed to situations that promote early childhood development and positive activities.

Responsibilities:

Duties and Responsibilities:

1. Program Implementation

The primary role of the Child Support Worker is to implement the shelter program making the children's stay as positive as possible. Duties include:

- Ensure the proper care and safety of the children;
- Participate in the planning and implementation of structured activities for children;
- Supervise children during all daily activities, including meals, bedtimes, etc.;

- Engage the children in in-house activities;
- De-escalate situations and mediate during conflicts with children;
- Use universal precautions in all situations;
- Problem solve with children where appropriate;
- Respond to the emotional and behaviour management needs of children in crisis;
- Follow a case plan for each child and document daily interactions;
- Ensure a safe and secure environment by following policies and procedures; and,
- Provide transportation as needed.

2. **House Maintenance**

While there is a Home Operator who coordinates the purchasing preparing of food, the day-to-day maintenance of house and yard, the Child Support Workers are expected to work as a team with the Home Operator to make sure the shelter is run efficiently. Duties include:

- Participate in household management including cooking, laundry, and cleaning;
- Participate in yard and house maintenance;
- Maintain a high standard of health and safety procedures;
- Create and maintain an environment that is child focused and child friendly; and,
- Ensure cleanliness and sanitation standards are maintained.

3. **Administration and Reporting**

The Child Support Worker must maintain the necessary reporting functions to ensure that accurate and appropriate information is given to the MSS workers. These include:

- Report incidents to the supervisors;
- Ensure there is documentation with the children on each shift;
- Ensure all Intake and Discharge forms are completed accurately;
- Ensure all statistical information is recorded;
- Keep an accurate logbook of activities;
- Attend staff meetings; and,
- Other duties as may be required from time to time

Effective communication skills

Staff must maintain strict confidentiality in performing the duties of the position.

He/she must also demonstrate the following personal attributes: honesty, trustworthiness, respect, cultural awareness and sensitivity, flexibility and sound work ethics.

Qualifications:

- Understanding of developmental stages and needs of children;
- Ability to effectively care for children of various ages who are coping with family crises, change and separation;

- Demonstrated respect for children and families of various backgrounds;
- Ability to set effective limits in the performance of duties;
- Skill in problem-solving, managing multiple demands, and responding appropriately to incidents and needs as they arise;
- Effective oral and written communication skills;
- Ability to work independently and as part of a team;
- **Valid Saskatchewan driver's license;**
- **CPR Certification (Level C);**
- **Criminal record check; and,**
- A degree or certificate in a related field is an asset.

To Apply: Submit cover letter and resume to Tara Molson at Taram@ywcaregina.com or fax 306-525-2171 or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by January 29, 2018. Only applicants selected for an interview will be contacted. No phone calls please.