

CORE ASSOCIATION

JOB DESCRIPTION

POSITION: Child and Youth Care Worker I

RESPONSIBLE TO: Team Leader (Staffing and Administration) or
Team Leader (Residential: Staffing and Administration)

JOB DESCRIPTION:

A. Direct Support:

1. To assist with the development, implementation and monitoring of the child's/youth's Person and Family Centred Plan.
2. To act as the primary support person for children and youth as assigned including communication with families, proprietor and residential staff supports.
3. Plan, organize, and implement recreational, social and/or educational activities and programs designed to meet the needs of children/youth.
4. To maintain daily records of progress, community participation, observations and related activities of children/youth in a complete, concise, and timely manner as required.
5. To attend progress and case conference meetings as required.
6. To be aware of community/recreational events, community resources and volunteer or employment possibilities for children/youth in their community and pursue available opportunities.
7. To facilitate and provide support and promotion of independence and relationships within the community per the individual's interests and skills.
8. To dispense medications as assigned.
9. To ensure the safe evacuation of all persons in the event of a fire drill or fire.

B. Management Duties:

1. Demonstrate knowledge of CORE Association philosophy and successfully complete all mandatory staff development and training for related job description task areas.
2. Consistently apply CORE Association policies and procedures and any applicable standards as a guide for decision making and action.
3. Demonstrate knowledge of job description and performance expectations; in conjunction with the Team Leader (Staffing and Administration) and/or Team Leader (Residential: Staffing and Administration) develop an annual performance appraisal.
4. To monitor service delivery to ensure it keeps within the parameters as determined by individual rights, Abuse Prevention and Reporting Protocol, related policies and management practices.

5. To follow the work schedule as assigned by the Team Leader (Staffing and Administration) and/or the Team Leader (Residential: Staffing and Administration) and complete a time card and tracking sheets listing hours worked that reflect the schedule.
6. Provide reports/statistics as requested by the assigned Team Leader.
7. To notify the assigned Team Leader when unable to attend work.
8. Other duties as assigned or requested by the assigned Team Leader.

C. Professional Duties:

1. Maintain a professional attitude, adhere to general professional ethics and abide by the ethic of confidentiality.
2. To work effectively with colleagues, individuals receiving service, parents, guardians and community agencies.
3. To attend and participate in team meetings and training and development sessions as set out by the assigned supervisor.

QUALIFICATIONS:

- Minimum of a degree or diploma in the human service field, and/or related training/job experience and knowledge of persons with developmental disabilities.
- Strong interpersonal communication skills, and the ability to work as a team member, ensuring that interactions facilitate team decision making and effective task achievement.
- Ability to work independently and deal with a flexible work schedule.
- Acceptable Child Welfare Intervention record check.
- Acceptable Police Information/Vulnerable Sector record check.
- Valid driver's license.
- Use of a properly insured vehicle.

EXPERIENCE:

Good written and oral communication skills; ability to work independently and deal with a flexible work schedule; two (2) years of related experience in a human services field.

QUALIFYING PERIOD:

Three (3) months duration.

VACATION ENTITLEMENT:

One (1) year of continuous employment earns two(2) weeks paid vacation; three (3) years continuous employment earns three (3) weeks paid vacation; eight (8) years continuous employment earns four (4) weeks paid vacation.

Approved: April 30, 2007

Reviewed/Revised:

