

Residential Family Support Worker (Day Shift)

Aunt Leah's Place is a non-profit organization that helps prevent children in foster care from becoming homeless and mothers in need from losing custody of their children. To support them on their journey to self-sufficiency, we provide supported housing, job training, and coaching on essential life skills

We have a full time regular opportunity for a passionate, caring, empathetic, and dedicated Residential Family Support Worker to join our team at Aunt Leah's House. This is an immediate vacancy. If you love working with teen moms and babies, this might be just what you have been looking for!

Job Summary: As part of the team, the Residential Family Support Worker works to ensure the safety and well-being of residents and babies. The Residential Family Support Worker assists with pre and post-natal care with the goal of preventing children in foster care from becoming homeless, and mothers in need from losing custody of their children.

Reports To: House Supervisor

Qualifications:

- Post-secondary education in Child & Youth Care or equivalent with experience in providing support to young moms/babies; or a relevant combination of education and experience and general suitability

Skills and Knowledge:

- Communication (Verbal & Written)
- Ability to follow and implement program policies and procedures
- Interpersonal Abilities & Team Work Skills
- Cultural Sensitivity and Awareness
- Problem-Solving/Reasoning/Creativity
- Crisis Management/Conflict resolution skills
- Ability to work independently
- Cooking and Cleaning
- Flexibility/Adaptability in managing multiple priorities
- Ability to work in a stressful environment
- Planning/Organizing & Budgeting Skills
- Report Writing & Documentation
- Ability to teach and mentor life skills
- Computer/Technical Literacy

Requirements:

- Undergo & maintain satisfactory Criminal Record Check and Local Police Check
- Undergo & maintain MCFD Clearance
- Provide Immunization Record
- Follow Aunt Leah's Policies and Procedures
- Valid Class 5 Driver's License with business insurance and \$5 million liability coverage
- Standard First Aid includes Baby First Aid
- TB Test
- Food Safe
- Non-Violent Crisis Intervention
- Other certification as required
- Access to own vehicle

Key Duties and Responsibilities:

1. **Direct Care (Including One to One Support):** Supports, encourages and challenges participants, through developing a trusting relationship. Key areas of support are as follows:
 - Parenting Skills: (how to support a family in a healthy manner, ages and stages of child development, etc.)
 - Job searching/maintaining skills (job search, resume preparation, job interview preparation, and completing employment applications)
 - Household maintenance (basic cooking skills, menu planning, house cleaning, laundry, personal hygiene, grocery shopping, etc.)
 - Financial management (opening bank accounts, Child Tax benefit, daycare subsidies, filing income tax, paying bills, budgeting, saving, obtaining social insurance numbers, setting up direct deposit, etc.)
 - Interpersonal skills (developing and maintaining healthy relationships, conflict resolution, seeking assistance and support from friends and professionals as necessary, etc.)

- *Health and personal habits* (training and education in basic health care, development of responsible sexual practices, accessing additional services such as Mental Health/A&D Counseling)
- *Leisure activities* (learning how to locate, use, develop and maintain healthy ways to utilize recreational time)
- *Education/vocational upgrading* (assistance and support in obtaining appropriate training, supporting young moms in making contact with appropriate educational resources, Young Parents Program, Aunt Leah's Place Supporting Education for Foster Youth, and school registration)
- *Cultural Connectivity* (assistance and support around connecting with their Heritage and participating in the cultural practices of their home (or identified home) communities.

2. Direct Care (other):

- Ensures that Aunt Leah's House rules and policies are followed and implemented in a consistent manner
- Responsible for storage of food, meal planning and preparation according to the Aunt Leah's House policy and procedure manual and Fraser Health requirements
- Oversees and assists with youth meal preparation according to Canada Food Guide
- Completes additional cleaning duties as directed by Supervisor
- Diffuses any crisis situations
- Involved with tracking outcomes measurement (e.g. health and safety, changes in demographics, changes in employment and education status)
- Administration of medication to young moms and their babies
- Transportation of young moms and their babies to appointments via own vehicle or public transportation
- Responsible for providing child-minding as needed and directed by Supervisor

2. Financial Responsibilities:

- Ensures that expenses follow budget guidelines as outlined in the Aunt Leah's House Manual (petty cash, monetary incentives for young moms, etc.)

3. Health and Safety:

- Residential Family Support Workers ensure that Aunt Leah's House is maintained to Society standards, according to the Aunt Leah's policies and procedures manual; Fraser Health Licensing Standards & MCFD Standards for Staffed Children's Residential Services by ensuring young mom's environment is clean, safe and secure; conducting regular emergency drills; checking safety devices weekly; ensuring that each young mom is knowledgeable of fire exit routes and baby safe practices.
- Participates in the annual review of Aunt Leah's Health and Safety Policy and Procedures
- Maintains contact with Angel Service, as per policy, when working alone

4. Communication:

Internal:

- Communicates accurately and in writing that ensures seamless delivery of care between staff and professionals
- Completes report writing at professional standards (monthly reports, daily logs, critical & reportable incident reports within policy guidelines)
- Ensures all written records are to court standards
- Regularly updates and informs supervisor of Aunt Leah's House activities
- Liaises and seeks direction from Aunt Leah's on-call supervisor after hours
- Follows procedures and protocols for reporting Critical and Reportable Incidents and contacts the appropriate authorities (on-call supervisor, MCFD After Hours, Police, Ambulance, Fire Department, etc.)
- Attend all team meetings and society meetings as directed by Supervisor

External:

- Communicates with other professionals and young moms' approved family members as required
- Researches community resources and makes information available to young moms and other staff members as appropriate

5. Confidentiality:

- All information about young moms in the program is strictly confidential both internally and externally
- Ensures all written material is locked in the office and all phone calls regarding participants take place in the office
- Support Workers will follow Aunt Leah's Society Policies and Procedures and Aunt Leah's Code of Ethics (includes Child and Youth Care Association of BC Code of Ethics, Aunt Leah's Privacy Policy, BC Rights of Youth in Care and United Nations Rights of the Child)

6. **Physical Demands:** This position requires some lifting of heavier objects.

7. Work Environment:

- Aunt Leah's House is a supportive residential housing program for 14-19 year old teen moms with child; Staff works alone.
- An average shift is 3 days (or evenings) at 12.5 hours/day – 8:00am to 8:30pm for day shift; scheduled at the discretion of the Supervisor
- If working evening shift at Aunt Leah's House – the Residential Family Support Worker must remain awake throughout shift in order to monitor house activities

We offer:

A comprehensive benefit package after 6 months of continuous employment that includes: dental, extended health care including vision care and prescription, RRSP after 1 year, personal time package, and employee discount at our Thrift Store.

Salary: Commensurate with qualifications.

How to apply:

Qualified and interested applicants are invited to email their resume with a cover letter to: hr@auntleahs.org. You may also apply on our website at www.auntleahs.org. This posting will remain open until the position is filled. Short listed candidates will be contacted for interviews. We thank all applicants in advance.