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## JOB POSTING

### *Child & Youth Care Worker – Canada Summer Jobs 2019*

**Position Summary:** The Child & Youth Care Worker works to provide post-majority services for youth and families from becoming homeless by acting as an Outreach and Drop-in Support Worker for participants of the Link Program. This role supports, encourages, and challenges youth through developing a trusting relationship with the youth during outreach or drop in visits.

All the aforementioned tasks and responsibilities work to support Aunt Leah's mandate of “preventing children in foster care from becoming homeless, and mothers in need from losing custody of their children. To support them on their journey to adulthood, we provide housing, education & training, and life skills”. Thus the job placement directly supports the local priority of supporting not-for-profit organizations that provide programs and services for the homeless, youth or youth at risk.

**Who we are:** Aunt Leah's Place is a registered charity that has been helping kids in foster care and teen moms achieve a better future for over twenty five years. Aunt Leah's Place 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 adulthood, we provide housing, education & training and life skills.

**Eligibility:** In compliance with the Canada Summer Jobs guidelines, to be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Reports to:** Program Director

**Job Mentor:** Bootstraps Coordinator

#### **Skills and Knowledge**

- Excellent oral and written communication skills
- Child & Youth Care related education and/or experience
- Cultural Competency
- Motivational Interviewing skills
- Knowledge of and ability to set professional boundaries
- Positive attitude
- Organized, flexible, and demonstrated ability to prioritize to meet multiple deadlines
- General computer skills, familiarity with Microsoft Office Suite (Outlook, Word, Excel)
- Knowledge of the non-profit sector

#### **Requirements**

- Undergo a Criminal Record Check
- Agrees to the Society's Code of Ethics
- Follows Aunt Leah's Practice Guidelines



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### *Key Duties and Responsibilities:*

#### **Direct Care (Outreach & Drop in):**

- Supports, encourages and challenges youth, through developing a trusting relationship with the youth during outreach or drop in visits. Activities may include:
  - **Job finding/keeping skills:** job search, resume preparation, job interview preparation and presentation, completing application form and job maintenance.
  - **Household maintenance skills:** housing search, basic cooking skills, menu planning, house cleaning, laundry, personal hygiene, shopping, keeping their suite secure etc.
  - **Financial management:** opening bank accounts, writing cheques, paying bills, budgeting, saving, obtaining social insurance numbers, paying rent, providing access to food cupboard and bus tickets 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.
  - **Leisure activities:** learning in locating, using, developing and maintaining healthy ways to use recreational time.
  - **Education/vocational upgrading:** assistance and support in obtaining appropriate training, participating with the youth in making contact with appropriate community resources.
  - **Cultural Connectivity:** assistance and support around connecting with their Aboriginal Heritage and participating in the cultural practices of their home (or identified home) communities.

#### **Direct Care (other duties):**

- Informs past participants of events and activities taking place on a regular basis through conversation, email and social media; participates in planning these events and activities
- Participates in weekly drop-in sessions for past participants requiring assistance
- Participates in the programming and workshop staff rotation
- Liaises with the Training Programs to provide employment and training opportunities for Link participants
- Follows up on internal referral form from Aunt Leah's residential programs.
- Meets with Supervisor regularly to prioritize workload and schedule shift coverage

#### **Financial Responsibilities:**

- Responsible for providing receipts for petty cash used for Link participants
- Ensures that expenses follow budget guidelines

#### **Health and Safety:**

- Ensures that drop in/resource area is clean and tidy and maintained to Health and Safety Standards



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### **Internal Communication:**

- Completes daily log, monthly outcomes tracking and critical incident reports
- Attends meetings, including team meetings and monthly Staff Development
- Liaises and seeks direction from the Link Program Coordinator in crisis situations
- Attends Aunt Leah's Events as directed by Supervisor

### **External Communication:**

- Liaises with community partners, professions and other stakeholders with the goal of connected youth to relevant services and agencies.

### **Confidentiality:**

- Communication between Transition Workers and youth is confidential
- 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 & UN Rights of the Child)

### **On Call:**

- Participates in on call as scheduled; while on call, is able to support and attend as required

### **Physical Demands:**

- This position requires some lifting of heavier objects.

**Compensation:** \$16/hour

**Work Schedule:** 35 hours per week for 8 weeks

**Start Date:** Summer, 2019

**How to apply:** Please email your resume and cover letter to Saira Bradley, Human Resources Manager at [hr@auntleahs.org](mailto:hr@auntleahs.org)

Preference will be given to current and former youth in and from care with lived experience. Shortlisted applicants will be contacted for an interview. Thank you for your interest in this position.