



Child Development Centre Society of Fort St. John and District

10417 – 106th Avenue
Fort St. John, B.C.
V1J 2M8

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FAX TRANSMISSION

DATE: 26th Jan, 2012

Fax No: (250) 262-5294

(250) 782-4487

TO: Northeast Health Service Delivery Area - Administration

Dawson Creek Child Development Centre - Administration

SUBJECT: Affiliated Job Posting

SENDER: Shiante Pereira, Community Programs Consultant/Supervisor

COMMENTS: Please post the attached job posting in your facility as per collective agreement requirements.

Thank you,

CONFIDENTIAL: YES NO ✓

ORIGINAL TO FOLLOW: YES NO ✓

TOTAL NUMBER OF PAGES - INCLUDING COVER PAGE:

FAX SENT: 26th Jan, 2012

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Internal/External Job Posting
January, 2012

Job Posting

Position: Respite and Skills Worker, Permanent Part Time

Summary of Duties: See attached Job Description

Required Qualifications: See attached Job Description

Classification / Salary: \$18.39 - \$ 20.11 as per community Sub Sector

Hours of Work: 20-25 hrs per week, Shifts between Tuesday and Saturday

Closing Date: Feb 3rd, 2012

Applicants must submit a letter of interest
By closing date indicated above to:
Shiante Pereira
Community Programs Supervisor
and/or
Crystal Kalas, Community Programs Coordinator
10417-106th Avenue
Fort St John, BC
V1J 2M8
Phone 250 -785-3200
Fax 250-785-3202

Cc: Terry Beard (HSA Steward)
Tana Miller



CHILD DEVELOPMENT CENTRE OF FORT ST. JOHN AND DISTRICT

JOB DESCRIPTION

JOB TITLE: Respite and Skills Worker

JOB SUMMARY: Under the direction of the Special Services Supervisor, the Respite and Skills Worker will implement the individualized program plan and provide personal care for children and youth with special needs (birth to 19 years of age) in the home, Child Development Centre, or community.

CLASSIFICATION / PAY LEVEL: HSA Community Subsector Agreement
Benchmark Number: 81301
Benchmark Title: Supported Child Care Worker
Grid Level 8
CURRENTLY UNDER REVIEW

SUPERVISOR: Special Services Supervisor

SKILLS AND ABILITIES:

- Proven ability to work in a team environment
- Must be self-directed, motivated, and able to work independently and in cooperation with others
- Uses initiative and performs routine tasks with minimal supervision
- Communicates effectively, in English, both verbally and in writing
- Physically able to perform the duties of the position including the ability to safely lift, push, and pull children or equipment weighing up to 15 kg

QUALIFICATIONS:

- Graduation from Grade 12
- Completion of one early childhood education course and / or completion of a child and youth related course, or equivalent combination of education, training, and experience.
- Minimum of one year experience working with children and youth
- Must hold a valid BC driver's license and have access to a reliable vehicle for work use

FUNCTIONS:

1. Works with children and youth with special needs on a 1:1 basis or in groups in the home, at the Child Development Centre, or in the community. Program is designed to provide Respite for caregivers and/or development of skills therefore "work" as determined by parents based on their goals – may include activities such as: recreation (swimming, movies, etc) and/or specific activities to build skills such as shopping to learn how to handle money and make appropriate change. Provides a

- safe and supervised environment. Siblings are included in activities if appropriate. Peer interaction is encouraged dependent upon goals established.
2. Assists in the development and updating of individualized program plans for the children and youth in collaboration with the families/guardians, the Supervisor, and other service providers. Implements the individualized program plans when working with the children or youth. Reviews information about clients on an on-going basis.
 3. Assists the child or youth with personal care including diapering, toileting, eating, bathing, dressing, and sleeping. Encourages the development of self-care skills as appropriate.
 4. Administers medications according to CDC guidelines.
 5. Transports the children or youth to appropriate settings within the community and surrounding area.
 6. Communicates relevant information about the children or youth to the families/guardians, the Special Services Supervisor, and to other service providers at the Child Development Centre. (Relevant information may include: child's mood, activities engaged in during session with worker, concerns regarding abuse, difficulty implementing strategies provided by other professionals involved with child, etc)
 7. Documents sessions with children or youth according to program/agency guidelines. Submits reports to the Supervisor as required.
 8. Contacts the families/guardians to schedule client visits according to guidelines from the Special Services Supervisor. Provides an up-to-date schedule to the Supervisor monthly and promptly informs the Supervisor of cancellations or rescheduling. Confirms dates and times of scheduled visits with the families/guardians.
 9. Cleans toys and equipment and workspaces after use.
 10. Submits accurate time sheets, mileage/expense records, leave requests, statistical data and other records as required.
 11. Attends staff meetings and participates in relevant committees at the CDC.
 12. Performs other related duties as assigned.

Additional Information:

- Experience working with children and youth with special needs is an asset
- Completion of Child Safe, CPR, or other first aid course is an asset (requirement of position – though if prospective employees do not have it, employer pays course fees and wages to attend)