

**External Job Posting:**

**Respite Care Worker**

**AGENCY OVERVIEW:**

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

**POSITION OVERVIEW:**

This position offers respite services for parents/guardians by providing care for children outside of regular school hours in a safe environment in which they can learn, play and grow. Working under the direction of the Encompass Supervisor, the Respite Care Worker will facilitate the programming and care for children within the respite program who are dealing with mental health and autistic behaviours.

**RESPONSIBILITIES:**

- Establish and maintain a strong positive and effective leadership role in Encompass Recreation
- Complete the medication dispensing quality assurance procedures in a timely and efficient manner
- Ensure the timely and appropriate completion of all required shift documents and recordings
- Debrief physical restraints with child and staff involved, and document findings in a clear and concise manner
- Maintain current knowledge of all applicable program policies and procedures and teach/lead others to implement procedure as needed
- Manage crisis situations by assessing risk/need and taking appropriate leadership action
- Ensure staff ratios are maintained by arranging for relief staff coverage in cases of unanticipated shortages on a shift by shift basis
- Provide a safe, group oriented, learning environment that is accepting and nurturing
- Ensure the safety and care needs of clients are met by building trusting and therapeutic relationships with children that promote healing and learning
- Assist children to function more appropriately in all areas of their development
- Demonstrate genuine passion and compassion when approaching one's own work
- Understand and model through personal behavior a mind-body-spirit connection for the children, and lead them in exploring how their emotions, feelings and beliefs affect their overall wellness
- Approach all work for and with children from a child's rights perspective
- Involve each child in decision making with respect to experiences, structure, rules and routines.
- Use creativity to plan and implement individual and group experiences
- Communicate with parents/guardians, families, colleagues and other stakeholders verbally and through written correspondence
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA)

**REQUIRED CREDENTIALS:**

- Undergraduate degree in a human services field, CYW diploma or combination of education and experience that is deemed to be equivalent
- Minimum of 2 years' experience in a children's mental health treatment setting working with children and youth that have experienced trauma
- Excellent communication skills (both oral and written)
- Exceptional organizational skills and ability to work in an environment where juggling multiple demands and priorities is the norm
- Proven experience working in a fast paced environment and meeting deadlines

- Proven experience working independently on own responsibilities as well as within a broader team providing excellent customer service
- Excellent interpersonal and conflict management skills

**HOW TO APPLY:**

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: [hr@carizon.ca](mailto:hr@carizon.ca), quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

*\*Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<b><u>SALARY:</u></b> As per salary range	<b><u>STATUS:</u></b> Casual	<b><u>COMPETITION NUMBER:</u></b> 03-17 (NUC-02)
<b><u>LOCATION:</u></b> St. Agatha	<b><u>HOURS OF WORK:</u></b> TBD	<b><u>POSTING PERIOD:</u></b> January 16-27, 2017
<b><u>EMPLOYEE GROUP:</u></b> Non- Union	<b><u>SCHEDULE:</u></b> Weekends	<b><u>START DATE:</u></b> TBD