

External Job Posting:

CAPC Peer Site Support 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:

The role of the Peer Site Support Worker is to support and assist the Children and Parents Connecting (CAPC) program in north Waterloo Region. This role supports the Linwood Parent and Child Drop-in program to ensure facilities and the program contributes to a safe, enriching, and stimulating environment for both children and adult participants.

The main duties of this role are to ensure the CAPC site equipment and furniture is setup prior to programming each week and stored after program in clean and good working order. In addition, this position supports the participation of Low-German participants (adults and children) in a culturally sensitive manner through informal language translation.

The Peer Site Support Worker work closely with the CAPC Program Facilitator(s), YMCA Child Care Staff, and volunteers.

RESPONSIBILITIES:

- Be onsite to open up, and provide program setup and assist in takedown of children's play area, tables, chairs, and other program related items and supplies.
- Clean, sweep floors, front entrance and stairs.
- Clear walkway and put down salt when needed.
- Clean the children's play area, toys, tables, chairs, and items used in the program area to ensure they are safe.
- Provide informal language translation for Low-German speaking participants as needed during the program.
- Be supportive to participants and provide a positive role model when providing site support and translation.
- Demonstrate appropriate interactions for parents and children at all times.
- Contribute to team effectiveness by attending meetings, and sharing information.
- Report any incidents or issues involving parents, children, partners, volunteers, or facilities to the CAPC Facilitator(s).
- Ensure the facility is tidy before leaving, and lock up the facility.
- Ensure the CAPC Facilitator notified of any program and site issues, concerns or supplies that need to be reordered and restocked when needed.
- Ensure that occupational health and safety requirements are followed at all times.
- Other duties as required.

REQUIRED CREDENTIALS:

- Up to one (1) year of experience working in CAPC programs, or equivalent.
- Proficiency in speaking and translating between Low-German and English.
- Must be able to work independently and effectively with others on the CAPC team.

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, 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.*

<p><u>SALARY:</u> Salary Grade 1</p>	<p><u>STATUS:</u> Contract, part-time</p>	<p><u>COMPETITION NUMBER:</u> 04-18 (NUC-04)</p>
<p><u>LOCATION:</u> Kitchener/Waterloo</p>	<p><u>HOURS OF WORK:</u> 3 hours per week</p>	<p><u>POSTING PERIOD:</u> January 18-31, 2018</p>
<p><u>EMPLOYEE GROUP:</u> Non- Union</p>	<p><u>SCHEDULE:</u> Tuesdays from 9:15am to 12:15pm</p>	<p><u>START DATE:</u> TBD</p>