



INTERNAL/EXTERNAL JOB POSTING

Job Title	Children's Activity Worker, Casual
Details of the Position	Preference will be given to the candidate with a diploma in Child and Youth Care, Early Childhood Education or a related area, who has experience working with children who have witnessed abuse in their families.
Job Description	Job description is attached
Classification and Grid	Child and Youth Transition House Worker, JJEP Wage Grid, Level 8
Hours	Various
Starting Pay Rate	\$20.62 per hour
Benefits	As specified in the Collective Agreement
Start Date	Immediately
Supervisor	Shelter Program Manager
Additional Information	This position requires union membership. Satisfactory completion of a criminal records search, TB baseline test, Standard First Aid Certificate and a valid driver's license are requirements of the position.
Date Posted	April 29, 2019

Deadline for Submitting Applications: Monday, May 13, 2019 at 9:00 am.

Send Application to:

**Meredith Knox
 Shelter Program Manager
 100-3060 Cedar Hill Road
 Victoria, BC V8T 3J5
meredithk@vwth.bc.ca**



Job Description

Job Title:	Children's Activity Worker
Benchmark and Grid	Child and Youth Transition House Worker, JJEP Wage Grid, Level 8
Job Summary:	Provides appropriate activities for children residing at Transition House. Supports their mothers by assisting them with child minding, routines and role modeling effective parenting skills.
Reports To:	Shelter Program Manager
Key Duties And Responsibilities:	<ul style="list-style-type: none"> • To provide appropriate activities for children residing in Transition House including suitable craft projects, outdoor games and quiet inside activities for children in residence. • To organize outings for small groups of children staying at Transition House. • To assist mothers with meal and bedtime preparation and general care of the children. • To provide limited childcare for mothers attending appointments or taking care of commitments in-house e.g. Meal preparation, support group attendance, etc. <p style="text-align: center;">ADMINISTRATIVE TASKS</p> <ul style="list-style-type: none"> • To attend weekly staff meetings to provide information regarding the needs of the children in the house. • Record-keeping i.e. staff logs, resident files, petty cash records, donation records etc. <p>Household Management</p> <ul style="list-style-type: none"> • Participation in the overall management of the household by reporting to the appropriate staff person and documenting all safety, supply and equipment issues (and when necessary, personally assisting in maintaining order in the house).

Qualifications:	Diploma in Child and Youth Care, Early Childhood Education or a related area is required.
Education, Training and Experience:	Minimum of six months experience or equivalent combination of education, training and experience is required.
Job Skills and Abilities:	Excellent communication skills; experience in working within a team approach; flexibility, creativity, initiative.
Additional Information:	This position is required to work in an environment often dealing with clients in crisis situations or interpersonal situations. Staff are often working on their own, on site.