

The core values of Heritage Family Services are authenticity, service, quality, and responsibility. These values are utilized in the support and provision of highly adaptive and progressive modes of service within our organization. Heritage Family Services support youth and children in care through group living, foster care, preparing for adult living and counselling services.

We are seeking qualified motivated people to fill the following positions.

Position: Child and Youth Care Worker
Type: Relief
Competition Close: When positions are filled
Program: Haven
Reports to: Haven Team Leads
Program Base: Red Deer, Alberta
Version Date: October 2017

Key responsibilities will include but are not limited to the following:

1. Create and sustain a welcoming, safe environment
 - 1.1. Create and sustain trusting relationships
 - 1.2. Ensure that youth are provided with a safe and secure environment by
 - 1.1.1. Discouraging youth from leaving without permission
 - 1.1.2. Following security protocol as outlined in the policy manual
 - 1.1.3. Helping maintain a stable emotional environment which reduces anxiety
 - 1.1.4. Respect for individuality
 - 1.3 Carrying out the Day-to-day routines
 - 1.4 Participating in the preparation of meals
 - 1.5 Celebration and support of the youth's self-concept
2. Child/Youth centered programming
 - 2.1. Advocate on behalf of each child/youth
 - 2.2. Ensure access to the Office of the Child and Youth Advocate
 - 2.3. Provide a caring and nurturing environment
 - 2.4. Support youths with basic life skills
 - 2.5. Atone to the youths current emotional state
 - 2.6. Support and help develop the youth social information processing
 - 2.7. Support and help develop the youth's cognitive reframing
 - 2.8. Support and help develop the youth's self-regulation learning
3. Cultural Connections
 - 3.1. Support the work of the Team Leads to:
 - 3.1.1. Create and implement a Cultural Connections Plan that will assist the child/youth to strengthen their cultural identity within their communities.
 - 3.1.2. Identify and facilitate access to cultural activities and events, including cultural protocol

- 3.1.3. Identify appropriate cultural leaders for the child/youth to connect with
- 3.1.4. Support and facilitate appropriate family connection and attachment
- 4. Community Connections
 - 4.1. Support co-workers
 - 4.2. Plan recreational activities
 - 4.3. Identify and support healthy community supports which the youth can access independently
 - 4.4. Identify youth's independent activities which create attachment to peers such as participating in sports, dance etc.
- 5. Documentation and Reporting
 - 5.1. Intake, assessment and discharge reporting
 - 5.2. Care Plans
 - 5.3. Maintain each youth's record of appointments, visits and case conferences
 - 5.4. Communication with other professionals
 - 5.5. Work in collaboration with the Team Lead on:
 - 5.5.1. Incident reporting as needed
 - 5.5.2. Progress Reports
 - 5.5.3. Daily, monthly, quarterly and annual reporting
 - 5.5.4. Other reporting as identified
- 6. Evaluation and Quality Assurance
 - 6.1 Become knowledgeable of the policies and procedures of Heritage Family Services.
 - 6.2 Adhere to the professional code of ethics or the ethical standards of the Child and Youth Care Association of Alberta (CYCAA)
 - 6.3 Follow Heritage Family Services grievance procedure
 - 6.4 Ensure proper maintenance of the building(s) and property(s) through the Program Coordinator if necessary.
 - 6.5 Develop and follow annual training plan
 - 6.6 Have knowledge of health and fire standards, and to be aware of fire evacuation procedure
- 7. **Desired qualifications include:**
 - 7.1 Minimum of a two (2) year Diploma in the Human Services field and three (2) years of relevant experience (i.e. the care of children/youth), and be over the age of 18.
 - 7.2 Demonstrate ability to communicate cross-culturally and work effectively with individuals and groups, including those with socially marginalized identities and experiences
 - 7.3 Knowledgeable about the diversity of indigenous identities, cultures and communities
 - 7.4 Knowledgeable about the diversity of LGBTQ2S+ identities, cultures and communities
 - 7.5 Knowledge of childhood trauma and prior experience working in settings with children/youth that have been exposed to trauma or experiencing traumatic stress preferred
 - 7.6 Comfort in working with diverse communities in a respectful manner; Comfort with terminology and pronouns
 - 7.6.1 Experience working with youth who are sexually and/or gender diverse
 - 7.7 Ability to inspire trust and respect among colleagues and external partners; Ability to maintain confidential information

- 7.8 Organized and reliable; proficient with current technology and communication systems;
Experience with ETO: Efforts to Outcomes an asset
- 7.9 Excellent written and oral communication skills
- 7.10 Valid driver's license and driver's abstract
- 7.11 Ability to pass Child Intervention Record Check and a Vulnerable Sector Check

8. Staff must maintain the following training:

- 8.1 Company Orientation
- 8.2 Medication Orientation (3 years)
- 8.3 Safe Food Handling (3 years)
- 8.4 Standard First Aid Level A with AED (3 years)
- 8.5 Crisis Behaviour Care (3 years)
- 8.6 Suicide and Self Harm Awareness (3 Years)
- 8.7 Aboriginal Awareness (6 hours yearly)
- 8.8 Cultural Diversity (yearly)
- 8.9 Sexual and Gender Diversity Training (yearly)

Heritage Family Services is a person focused, service oriented team with predominately a trauma informed, attachment-based, and developmentally appropriate approach to caregiving. With an upstanding record of serving children and families for forty years in Alberta, Heritage Family Services' values *authenticity, service, quality* and *responsibility*. These values draw both new and experienced human services professionals to build long rewarding careers in a positive, fulfilling environment.

Please forward resumes with at least 2 references to:

hr@heritagefamilyservices.com

or

Fax 403-343-9293

Attn: Human Resources

#300 4825 – 47 Street

Red Deer AB T4N 1R3

For more information, please call 403-343-3422