

# Employment Opportunity

## INTERNAL AND EXTERNAL POSTING



| Position                      | Program        | Details                     |
|-------------------------------|----------------|-----------------------------|
| Relief Child and Youth Worker | PYC & AYC      | Casual; on-call             |
| Number of Positions           | Duration       | Salary                      |
| 2                             | Ongoing relief | As per Collective Agreement |

Banyan Community Services is a community based non-profit organization with over forty years' experience providing a wide range of innovative programs and services to help disadvantaged or at risk members of our community learn new skills, attitudes, and behaviours to help them build a better future.

We are seeking **Relief Child and Youth Workers** to supervise and care for youth in a twenty-four (24) hour secure custodial residential homes for young offenders located in Hamilton & Fenwick. Relief Workers will attend to the physical and emotional needs of youth in conflict with the law, through individual and group programming, and advocacy on behalf of each youth.

### POSITION RESPONSIBILITIES

#### ***Supervision and Care of Youth (Resident)***

- Observe and recording the resident(s) physical condition upon admission and reporting any condition that may require medical attention to the Supervisor or senior staff on duty.
- Obtain medical documents from the admitting officer and ensuring that all medical information, such as medic alerts, allergies, epilepsy or other special needs are accurately logged.
- Ensure that previously scheduled medical/dental appointments are confirmed or cancelled, by liaising with the appropriate medical authority and entering in the appointment book as required.
- Attend to the immediate needs of the resident if in crisis or afraid by offering support and reassurance.
- Ensure that the residents' personal property is itemized, documented and that disallowed items are stored for safe keeping.
- Inform the resident of his/her rights and responsibilities in accordance with legislation and the facility policies and procedures, and ensuring that those rights are observed on a day to day basis.
- Ensure the residents are informed about programs and routines.
- Ensure that residents are appropriately dressed and that acceptable standards of personal hygiene are maintained.
- Provide assistance and guidance to residents in the performance of daily routines and the use of acceptable social skills.
- Observe and documenting behavior as required by legislation, being aware of the whereabouts of all residents under supervision at all times and recording all movement out of supervision in the appropriate log.
- Practise acceptable child care skills and techniques in the management of resident behavior up to and including the use of physical restraint.

- Ensure skills and knowledge levels are maintained at acceptable competence levels by attending all mandatory training such as PMAB, First Aid, CPR and WHMIS.

### ***Carrying Out Therapeutic Programming***

- Participate in the development, implementation and evaluation of programs based on a Cognitive Behavior Therapy model.
- Supervise recreational and /or leisure activities. Participation is appropriate only if effective supervision of residents is not compromised.
- Plan/organize off/on grounds outside activities for residents;
- Encourage participation in school functions and providing classroom supervision;
- Supervise/participate in housekeeping responsibilities with the young person when cleaning the living areas;
- Prepare/serve breakfast and evening snack ensuring proper control, quantities, sharing, manners and cleanup;
- Occasionally provide/assist residents with cooking/baking items or activities;

### ***Maintaining Safety and Security of Building and Equipment***

- Carry out searches as per policy and procedures
- Establish therapeutic relationships with residents;
- Initiate discussion and counseling sessions both in groups and on an individual basis;
- Ensure all Health & Safety Programs/Standards are followed
- Ensure all policy and procedures are followed including the YCJA and CFSA standards
- Assist with the maintenance of equipment, ie., cleaning, repairing, replacing;
- Transport and accompany youth to and from court as well as any off-grounds activities, ie., medical, professional, recreational;
- Distribute and counting medications both prescribed and non-prescribed which include treatment for residents daily;

### ***Liaise with Other Team Members, Community Agencies, Volunteers, Funders***

- Communicate with parents in an effort to resolve problems;
- Participate in case conferences and other meetings with as required

### ***Completing Assigned Administrative Duties***

- Provide verbal/written reports on residents for use by other Child & Youth Workers, Supervisors, Administrators, Probation Officers, Clinicians, Court Judges, Lawyers, etc.;
- Keep accurate logs and communication records
- Attend staff training development sessions as well as other meetings;
- Attend team meetings;
- Other duties as assigned.

|                         |
|-------------------------|
| <b>Skill and Effort</b> |
|-------------------------|

- Clear, concise and accurate communication, effective and active listening and report writing ability.
- Establish and maintain a therapeutic alliance by being engaging, enthusiastic and positive.
- Effective and consistent communication with staff and management.

- Effective interpersonal and conflict resolution skills.
- Model and reinforce clear alternatives to antisocial styles of thinking, feeling, and acting and take advantage of spontaneous teachable moments.
- Knowledge of security procedures and relevant legislation.
- Ability to deal with emotionally charged situations on an occasional basis
- Work with young people with emotional, psychiatric and behavioural difficulties, and their families with the context of a therapeutic program.
- Judgment required, however, situations are covered by well-defined procedures, standards or precedents.
- Effective contributor to a multi-disciplinary team.
- Attention to detail required for accuracy and quality control procedures.
- May work with confidential records pertaining to youth.
- Appropriate execution of child protection and the duty to report.
- Continuous career development, updating skills, keeping current with changes in the field.

## QUALIFICATIONS

- Minimum Child and Youth Worker Diploma and/or Bachelor's Degree in related discipline and/or equivalency based on demonstrated training and experience as a Child and Youth Worker in residential setting
- Demonstrated ability to model and reinforce clear alternatives to antisocial styles of thinking, feeling, and acting and take advantage of spontaneous teachable moments
- Demonstrated ability to establish and maintain a therapeutic alliance including behaviour management and cognitive programming techniques
- Demonstrated Computer skills, including Microsoft Office Suite and Outlook.
- Superior communication, listening and report writing ability
- Demonstrated strong interpersonal, conflict resolution skills, ability to work within a multi-disciplinary team.
- Familiarity with Youth Criminal Justice Act (YCJA), Child and Family Service Act (CFSA) and Occupational Health and Safety Act (OHSA)
- Current PMAB, First Aid /CPR
- A valid Class G driver's license with a proven acceptable driving record, driver's abstract at candidate's own expense. This is a continued requirement as a condition of employment
- Fluency in other languages including Sign Language (ASL) is an asset
- Maintain an acceptable Criminal/Vulnerable Sector Record and Health Assessment

## Working Conditions

- Under normal conditions the majority of staff business will be conducted from the designated secure facility/program setting.
- Work is performed under the general supervision of the Program Supervisor and Team Supervisor.
- On call hours of work will regularly fall within normal business hours (24x7 operations); evening, weekend, rotational shifts and holiday hours may be required based on operational needs. Hours are not guaranteed.
- This work produces moderate cognitive stress in most workers through either intensity, frequency and/or duration of stressful elements.

- The Relief Child and Youth Worker routinely functions in emotionally charged situations.
- Requires physical interventions including the restraint of physically aggressive youth.

*Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.*

*We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Manager of Human Resources or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*

**PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST, by March 12th 2018, INDICATING YOUR LOCATION OF INTEREST TO:**

Banyan Community Services  
688 Queensdale Avenue East, Suit 2B  
Hamilton, ON L8V 1M1  
[recruit@banyancs.org](mailto:recruit@banyancs.org)

(905) 549-9011 (fax)