

## EMPLOYMENT OPPORTUNITY

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**Position:** Support Worker, Out of School Care

**Position Number:** 2018-155

**Department:** Child, Youth & family Services

**Hours of Work:**

**Location:** Brentwood Elementary

**Position #1:** Monday to Friday, 2:30pm – 5:30pm

**Position #2:** Monday to Friday, 7am – 9am

**Position #3:** On Call

**Remuneration:** \$17.49 per hour, plus 10.2% in lieu of benefits

**Posting Period:** Until filled

**Start Date:** January 7, 2019

**Status:** Casual

**End Date:** June 28, 2019

**Union:** Exempt

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### JOB SUMMARY:

The Support Worker works in accordance with the mission, vision and values of Beacon Community Services providing inclusive care for a child with support needs. The Otter-Be-Fun Care Program provides professional, licensed after-school and summertime care for 5 to 12 year-old children, at Brentwood Elementary on the Peninsula. The program includes numerous activities focusing on fun, learning and healthy socializing. The Support Worker reports to the Program Supervisor then the Coordinator of Out of School Programs and Services and the Director of Child, Youth and Family Services.

### DUTIES AND RESPONSIBILITIES:

- Log attendance, noting any non-attendance communicated via phone calls, voice-mails or verbally to the school office.
- Note all messages, and responses in the communication log for all staff
- Overall supervision of the children registered in the program.
- Ensure that the children are safe and well cared for.
- Maintenance of open and frequent contact with the parents, referring issues to the program manager, or the Out of School Care Coordinator in the absence of the manager.
- Organize, program plan, problem solve, and generally maintain a well-run care facility for children.
- Ensure provision of varied programs of creative activities, outings and supervised play, to meet the needs of the children in the program.
- Maintain licensing standards, being fully aware of VIHA policies and procedures.
- Ensure that the program room and equipment are clean and in good repair, this includes wiping tables, dish washing, etc.
- Help to prepare healthy snacks.
- Cleaning and maintenance of the centre (daily and weekly duties)

- Attend staff meetings to program plan, organize and problem solve.
- Model appropriate staff behavior for other staff and volunteers.
- Discuss any noted staff problems with the supervisor.
- Implement activities for the children.
- Create and support Inclusion for all children.

### **QUALIFICATIONS:**

- Current WHMIS Certificate (Completion on hiring)
- Current Food Safety Certificate (Completion on hiring)
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

Must meet the Licensing Standards of a “Responsible Adult”:

- Must be 19+ years of age
- Must have completed 20 hours of education or training
- 3 positive references
- A clear Solicitor General Criminal Record Check
- Current First Aid Certificate (as per Licensing Regulation)

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to provide a warm, caring learning environment
- Flexible to changing needs of the program and child
- Able to work successfully in a team environment
- Problem solving and multi-tasking skills
- Experience in an OSC program an asset
- Supported childcare experience an asset
- Experience with challenging behavior an asset

### **SAFETY:**

It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

Through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, Beacon Community Services will promote healthy and safe working conditions and attitudes as integral parts of its operations.

### **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2018-155 Please note only those applicants who are selected to continue in the recruitment process will be contacted.