

# POSTING

## CHILD AND YOUTH CARE COUNSELLOR

Temporary Full Time (35 hours per week) - 6 Month Contract  
(Must be available afternoon/evenings and Saturdays)

### Special Services to Children and Their Families

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This program is currently seeking a positive role model to provide one to one service to children aged 3-19 years who have a behavioural, cognitive, physical, and/or developmental disabilities. This position consists of assessing, creating, implementing, facilitating, and evaluating strategies. The program focuses on community integration, family support, appropriate behaviour, and development of communication, social and life skills. The program often utilizes a community based recreational environment to achieve its client goals. This position is ideal for students as hours are flexible. Most of our work is from 12 to 7 pm, with the exception of summer and school breaks.

Options Community Services is a well-established organization that provides social services in the Surrey and surrounding area.

#### KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of OCS as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Assess needs and develop individualized strategies from identified goals to meet the needs of your clients. Determine desired indicators that will indicate achieving identified goals.
- Work with the clients/families on implementing and facilitating strategies, mainly in the community.
- Evaluate the client's progress by written reports and daily journal notes, in accordance with Accreditation standards.
- When working with groups and/or one to one, provide recreational, educational and social learning opportunities to children within the community. Being interactive and engaged with clients. Allowing opportunities for clients to socialize with peers but always being attentive and aware of dynamics of the interaction.
- Keeping your workstation and recreation rooms tidy and clean. Ensuring to sanitize toys and play areas as needed.
- Work within a team setting and participate in the organization of special events, activities, outings and summer programming. Contribute to the positive environment in supporting co-workers and team moral.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

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- Provide feedback to volunteers, practicum students and new employees during “shadowing” opportunities.
- Attend team meetings when required and/or read minutes from team meetings and case reviews regularly to discuss your case load and address your questions and concerns. Group case reviews provide the opportunity to give and receive feedback. Maintain and submit accurate monthly schedules, records of expenses and hours worked. Ensure daily log notes and stat entries are up to date.
- Network with other CYCC’s, assistant program managers, program manager, social workers, parents, agencies, and other professionals.
- Makes recommendations with regard to the development of the program and participate in program evaluations.
- Ensure the confidentiality of client files and documents. Password protect cellphones that have families information and numbers stored. Ensure emergency/medical info that are needed on outings are secure.
- Do a pre-trip inspection or have a certified inspection done on your vehicle. Ensure that the vehicle used to transport clients is in good working order.
- Perform other duties necessary for the enhancement of the program as directed by assistant program manager or program manager.
- Follow written and verbal directives from the immediate program manager, executive director or designate.

## **QUALIFICATIONS**

### **Education, Training, and Experience:**

- Working towards B.A. degree in a related field and/or a combination of relevant training and experience working with children aged 3 - 19. Candidates with less experience will be considered.
- Class 5 B.C. Driver’s License required.
- Class 4 B.C. Driver’s License an asset.
- Use of a reliable vehicle for business purposes (business insurance will be required).
- Satisfactory driving record.
- Valid Level I First Aid certificate.
- Lived experience to the service setting is considered an asset.

### **Job Skills and Abilities:**

- Well developed interpersonal, counseling, oral and written communication skills, especially with regard to reporting.
- Good organizational, time management and general management skills.
- Knowledge of group processes and facilitation techniques.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.

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- Ability to identify sensitive issues and maintain confidentiality.
- Have no relevant criminal history.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.
- Crisis Line experience an asset.

**Additional Information:**

This job requires CYCC to be in good physical condition as occasional lifting is required (i.e. Lifting of van seats, transferring clients in wheelchair from wheelchair to toilet seat, helping to dress clients with limited mobility, etc.).

\* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

**CLOSING DATE:** Resumes will be reviewed starting [July 16, 2019] but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Daniel Anctil, Program Manager  
Options Community Services Society

E-mail: [Daniel.Anctil@options.bc.ca](mailto:Daniel.Anctil@options.bc.ca)

Please include a cover letter clearly indicating the posting number [#A21373] and outlining your qualifications and related experience for the position.

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