

**We're Hiring!**



## CHILD & YOUTH CARE COUNSELLOR

Posting Requisition	22367	Program	<i>Special Services to Children and their Families</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week (Tuesday - Saturday)</i>	Closing Date	<i>Open until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

Special Services to Children and their Families is a goal-based program designed for children from 3-18 years who have a developmental disability and/or autism. The Special Services Program has been operating since 1981. There are three different components to this program:

- one-to-one service;
- group services; and
- one-to-one private intervention contract service

The Child and Youth Care Counsellor will provide one to one service to children aged 3-18 years who have autism and/or developmental disabilities. The program focuses on community integration, family support, appropriate behaviour and development of communication, social and life skills.

### ACCOUNTABILITIES

- Working with children ages 3-18 who have a developmental disability, may also include work with adults with development disabilities.
- Creating and implementing strategies designed to work toward individual client goals such as the development of social and life skills, communication skills, behavior management skills and community involvement.
- Provide feedback to volunteers, practicum students and new employees during “shadowing” opportunities.
- Evaluating client’s progress with written reports and journal notes.
- Maintain and submit accurate monthly schedules, as well as records of expenses and hours worked.
- Perform other duties necessary for the enhancement of the program as directed by assistant program manager or program manager.

### QUALIFICATIONS

#### Education, Training, and Experience:

- Experience working with children with a developmental disability.
- A combination of education, training and experience will be considered.
- Possess a Class 4 license or be able to acquire a class 4 within 6 months of hiring date.
- Must have use of a reliable vehicle for business purposes.
- Valid Level I First Aid certificate
- Varied cultural experiences and language skills are a valued asset.

***We are an equal opportunity employer committed to hiring a diverse workforce***

Posted: 23-Sept-01

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**Skills and Abilities:**

- Well developed interpersonal, counseling, oral and written communication skills, especially with regard to reporting.
- Love of working with children
- 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.
- Ability to identify sensitive issues and maintain confidentiality.
- Have use of a reliable vehicle and possess a class 4 license. Exceptions may be made if doctor's note states unable to attain class 4 due to medical reason.
- Have a clean driving record.
- Have no relevant criminal history.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions

**SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants with lived experience are strongly encouraged to apply.

**PLEASE APPLY TO:**

Lori LaCroix, Program Manager

Options Community Services Society

Email: [lori.lacroix@options.bc.ca](mailto:lori.lacroix@options.bc.ca)

**Please include a cover letter clearly indicating the posting number [posting #22367] and outlining your qualifications and related experience for the position.**