



Central Urban Métis Federation (1993) Inc.

Internal Position Posting – Temporary - Full Time Closing Date: May 7, 2018 5:00 p.m.

Position: Emergency Receiving Home Worker – 4:00 p.m. – 12:00 a.m.
Temporary - Full Time

Position Profile: The Emergency Receiving Home Worker is responsible for the intake process, crisis intervention procedures and child-in-care procedures. The Emergency Receiving Home Worker is responsible for the safety and supervision of children in their care, as well as meal preparation and maintaining daily routines. The Emergency Receiving Home Worker must be flexible and adaptable to meet the needs of the children who come into the CUMFI Children's Emergency Receiving Home at varying hours.

Position Reporting: This position reports to the Executive Director/Directors, Supportive Living Homes.

Major Duties and Responsibilities:

- Support childcare with a philosophy of building on strengths and supporting challenges.
- Conduct the intake / discharge process of the children.
- Work through the intake process: opening file, collecting information and determining areas of strength and challenges to support the children.
- Case Management, Crisis Intervention procedures, child protection and child-in-care services and protocols.
- Foster a team approach with other staff and stakeholders.
- Provide one on one support to children to create stability and a personally satisfying quality of life.
- Provide one-on-one support to clients in:
 - Accessing required services and resources, medical, dental and counselling, etc.
 - Identify signs of emotional or development problems in children and bring them to the Director's attention.
- Keep contact notes on a regular basis.
- Provide travel when required for appointments, school, daycare, etc.
- Administering medication(s).

- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize, participate and monitor in recreational activities, such as games.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.
- Dress children and change diapers.
- Help children with homework and school work.
- Perform housekeeping duties such as cleaning and dishwashing after meal preparation.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Discipline children and recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Create schedules of daily activities.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.
- Accompany children on approved planned outings.
- Identify signs of emotional or developmental problems in children and bring them to the Director's attention.

Additional responsibilities:

- Knowledge of safety and emergency procedures; participate in child care meetings.
- Perform other duties related to this position, as directed by the Director.

CORE COMPETENCIES

- **Program Awareness and Focus:** Must have knowledge and understanding of First Nation and Métis cultures. Works respectfully within a diverse environment and respects confidentiality.
- **Team-Oriented:** Must be committed to being a team player, encouraging the efforts of others and working to meet team goals. Must possess effective conflict resolution skills. Committed to fostering effective teamwork, both within the organization and between the organization and its stakeholders.
- **Communication:** Must be able to convey information and opinions to diverse audiences in both verbal and written contexts with clarity and conciseness. Expresses with honesty, with clarity, and constructively. Maintains open and positive communications with others, exhibiting effective listening skills.
- **Leadership:** Must be willing to share areas of competence with others. Must show personal leadership within the position through setting priorities, meeting timelines, and continuously improving the function.
- **Strategic Thinking/Problem Solving:** Must be a strategic thinker/problem-solver with the ability to anticipate challenges, determine required outcomes and use innovative approaches

to develop supportive systems with clients. Must be willing to participate in the ongoing change process required of a member-driven organization that values the community.

Qualifications:

- Bachelor's degree in Social Work or related field of study and / or a suitable combination of training and extensive training in working with children.
- Strong understanding of child development and human behavior.
- An understanding of the barriers to healthy living than can contribute to higher risk for child abuse and neglect.
- Knowledge and understanding of the history of Aboriginal peoples and their socio-economic backgrounds.
- Criminal Record Check/Vulnerable Persons Check.
- Child Abuse Record Check.
- ASIST training.
- Food Safety Certificate.
- Standard First Aid and CPR.
- Respectful of confidentiality.

Deadline May 7, 2018

How to apply: Fax or Email Resume

Contact: Michelle LeClair

 Human Resource Officer

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