



## Out of School Child and Youth Worker

Part-time | September to June: Monday to Friday 4:30pm – 8:30pm;  
July and August: Monday – Friday 8:30am – 5:00pm

At Odyssey House, our vision is to help women and children break free from the cycle of family violence. As a member of our team, you will help to ensure consistent implementation of agency policies and procedures and ensure all staff, residents and clients are cared for.

### Summary of Position

Under the direction and supervision of the Childcare Support Manager, the main objective of the Out of School Child and Youth Worker is to develop and implement activities that support the developmental, social, and emotional needs of the children in the program. The Out of School Child and Youth Worker will be available to provide organization and supervision of activities for children on Group Support nights. The Out of School Child and Youth Worker will collaborate with other childcare staff to ensure best practice implementation and operation of in-house services and programs.

### Responsibilities

- Prioritize duties for effective and efficient client care
- Ensure all reporting and documentation is accurate, up-to-date, non-judgmental, culturally inclusive, trauma-informed and women-centered
- Collect information required for statistics as directed by the Childcare Support Manager
- Ensure ethical standards of practice as outlined in the Alberta Women's Shelter Guidelines are maintained
- Ensure that families are supported by providing case management referrals and advocacy to meet the needs of each family's situation
- Ensure the childcare facilities are kept to standards as set out by provincial licensing
- Work collaboratively with other departments to ensure best service delivery

### Qualifications

The successful applicant will possess one or more of the following:

- Minimum Level 2 Early Learning and Childcare Certification
- Experience working with children and at-risk youth



- Experience with program planning considered an asset

## Skills and Abilities

The successful applicant will possess the following:

- Comfortable working independently and as part of a team
- Capable of organizing and leading off-site field trips
- Creativity and energy
- Good organizational and time management skills
- Strong communication skills, written and spoken
- Mentoring and coaching skills
- Strong knowledge of social service community agencies and protocols for referrals

## What We Offer

- Hourly wage ranges from \$18.59 – \$19.73 per hour
- Excellent employee benefits including wellness days, sick days, and a pension plan with employer matching
- Employer paid training opportunities

The successful applicant will be required to submit the following documents and assume any associated costs as a condition of employment: Criminal Record Check, Child Intervention Record Check (C.Y.I.M), First Aid & CPR certification, and Suicide Prevention Training Program.

While we sincerely thank all applicants who apply, only those selected for an interview will be contacted.

To apply, please visit our website at <https://www.odysseyhouse.ca/careers/out-of-school-child-youth-worker/>