



Employment Opportunity for Child Care Support Worker

Who Are We?

The Jessica Martel Memorial Foundation is a not-for-profit organization which operates Jessie's House, a 35-bed stage one emergency shelter for survivors of domestic violence located in Morinville, AB (20 KM north of St. Albert). Jessie's House follows trauma-informed practices while serving Sturgeon County including CFB Edmonton, St. Albert, Alexander First Nation, and surrounding communities lacking shelter services. Visit www.jmmf.ca to learn more about who we are and what we do.

Employment Type: Fulltime
Work Hours: 37.5 hours weekly 9:00a.m.-5:30 pm alternating weekly Monday thru Friday/Tuesday thru Saturday.
Application Deadline: Open until a suitable candidate is found
Start Date: ASAP

JOB OVERVIEW

The Child Care Support Worker reports directly to the Deputy Director at Jessie's House. The Child Care Support Worker supports and works collaboratively with the childcare team to deliver programming and services to children accessing the residential and outreach services of the shelter. This individual will work collaboratively with co-workers, agencies, and service groups, using a client-centred approach, respecting the client's right to self-determination. The Child Care Support Worker must operate from a trauma-informed, decolonial, harm reduction, and anti-oppressive mode of practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General

- Maintain a professional working relationship with all agencies, service groups, the public at large, residential and non-residential clients, co-workers, Deputy Director, Executive Director, and members of the Board of Directors
- Attend staff meetings and training workshops at the request of the Executive Director or Deputy Director
- Identify training needs and workshop needs
- Perform other related work as assigned by the Executive Director or Deputy Director

Client Related

- Maintain a professional working relationship with all agencies, service groups, the public at large, residential, and non-residential clients, co-workers, Deputy Director and Executive Director.
- Provide appropriate, complete childcare for all ages of children up to the age of 17 years
- Administer required medication as instructed by the parent/guardian of the child, in compliance with shelter protocol
- Maintain accurate records regarding children accessing childcare services, in accordance to shelter procedures
- Provide support and work with the childcare team in the delivery of all programs and activities for children and youth
- Work in collaboration with the childcare team to ensure a high degree of sanitary and safety conditions are maintained in the childcare areas, including the playrooms, common areas and playground
- Report to the Deputy Director or Executive Director any concerns about children in need of protection
- Identify any needed supplies necessary to maintain quality childcare
- Attend staff meetings, team meetings and training workshops at the request of the Deputy Director and Executive Director



- Identify any training or workshop needs
- Perform other related work as assigned by the Deputy Director or Executive Director

Facility Related

- Maintain a high degree of safety, security, and confidentiality at all times
- Regular housekeeping and maintenance duties such as cooking, cleaning, preparing rooms for client admissions and/or departures, laundry, and general facility upkeep as needed.
- Support co-workers in the implementation of all other programs, as requested by the Executive Director or Deputy Director
- Adheres to agency policies and procedures, including the principles of harm reduction, anti-oppression, decolonization, and trauma-informed care.

The Child Care Support Worker will also complete all other duties as assigned by the Deputy Director and Executive Director, including providing relief support to the rest of the shelter team where required.

QUALIFICATIONS & EXPERIENCE

- Child Care Certificate and/or equivalencies
- Grade 12 High School Diploma
- Experience working with and caring for children of all ages
- Demonstrated ability to react appropriately to emergency situations
- Excellent verbal, written and interpersonal skills
- Understanding of trauma-informed care.
- Experience working with diverse and multi-cultural communities.
- Experience working with persons with mental health and/or alcohol & substance abuse challenges helpful.
- Demonstrated ability to work independently with minimal supervision.
- CPR Level C and Standard First Aid, standard non-violent crisis intervention certification, a Child Intervention Record Check, and a Criminal Record and Vulnerable Sector Check are conditions of employment.

WORK CONDITIONS

- Working primarily in an emergency shelter environment in the town of Morinville.
- 9:00a.m.-5:30 pm alternating weeks Monday thru Friday/Tuesday thru Saturday
- Working in a high stress, with disruptions, high pressure environment.

We offer holiday pay and a generous benefits package. Salary is commensurate with experience.

How to Apply?

Send a current resume and cover letter, quoting the position title in the subject line to hr@jmmf.ca Include 2 professional references.