



JOB DESCRIPTION – Eagle’s Nest Stoney Family Shelter

IDENTIFICATION INFORMATION

Job Title:	Child Support Worker
Job Location:	Eagle’s Nest Stoney Family Shelter, Morley
Supervision Received:	Eagle’s Nest Director
Salary Grid Range:	TBD
Date Last Classified:	March 2024
Job Status:	Part-Time/Relief

Common Purpose:

Eagle’s Nest Stoney Family Shelter (Eagle’s Nest) is an organization with a mission to provide immediate response to victims of family violence in the form of safe shelter, food, clothing, childcare, and individual and group counseling. Eagle’s Nest supports clients' self-worth and ensures that all clients are cared for in a way that respects human worth and dignity. Eagle’s Nest believes that all people have a right to live free from actual or threatened violence and abuse.

At Eagle’s Nest, we foster a supportive and collaborative work environment. All employees, including the Child Support Worker, are expected to embrace our mission and beliefs, respect the dignity and confidentiality of clients, and adhere to the Stoney Tribal Administration Staff Regulations and Eagle’s Nest Stoney Family Shelter Policies and Procedures. We value a Trauma-Informed approach, accountability, positive contributions, and thoughtful decision-making from all our team members.

Job Summary:

As a crucial Eagle’s Nest team member, the Child Support Worker, reporting directly to the Director, plays a pivotal role in our mission. Their primary responsibility is to ensure that children and their mothers are provided with a specialized program to assist children who have experienced violence in the home. The *Child Support Worker* completes intakes and specialized programming for children who have experienced violence, providing activities, information, and referrals that meet the safety, emotional, and educational needs of children and families.

This is a Relief position as a member of the Eagle’s Nest Stoney Family Shelter team. Hours of work may vary from week to week. We are recruiting candidates available weekdays, 9am – 4pm and evenings, 3pm – 8pm. Weekend shifts are also available.

Tasks, Duties and Responsibilities:

- Develops and implements a specialized program to assist children in crisis. The program can be through play and recreation and will support the children by providing constructive outlets to diffuse the immediate crisis of being in a shelter
- Assists in the identification of children who need follow-up services
- Ensures proper supervision of children in the program at all times
- Develops schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Watches for signs of emotional or developmental concerns in children and brings to the attention of the mother
- Supports children’s emotional development, encouraging understanding of others and positive self-concepts
- Develops children’s strengths
- Provides general parenting information as well as regular consultations to mothers regarding their child’s progress
- Demonstrates and teaches non-violent problem-solving skills to children
- Orients children and their mothers to the childcare program upon their admission and as specific activities arise



- Assists mothers in coordinating school attendance while residing at the shelter
- Familiarizes oneself with the case file of each family and is aware of individual children's needs
- Develops goals and intervention plans with mothers and children
- Develops safety plans with children
- Maintains up-to-date notes and documentation for client contact consistent with agency policies and standards
- Observes children and record strengths and challenges, including behavioral, physical, emotional, or health
- Maintains records, statistics, and data collection as required
- Provides non-judgmental emotional support to mothers and children
- Makes appropriate referrals
- Is available to mothers for consultation about children's strengths, needs, and progress
- Assists mothers with respect to bonding and parenting, inclusive of traditional parenting
- Provides information related to children experiencing violence in the home and how children may respond
- Facilitates circles and workshops which focus on the needs of children and parent
- Ensures the cleanliness and safety of the child support playroom and area, including the play area outside
- Ensures safe storage of toys
- Assists other staff in facilitating the smooth operation of the shelter
- Informs mothers and ensures that children playing outside are supervised at all times
- Ensures up-to-date knowledge of resources available for clients
- Ensures the confidentiality of all activities and clients within the shelter is respected and upheld
- Is aware of policies, procedures, mandates, mission, and philosophy and how they should be implemented and adhered to
- Participates in staff meetings and training as required
- Participates in fundraising and awareness activities
- Participates in supervision, annual performance reviews, and organizational planning
- Performs other related duties as assigned by the Director.

Education, Skills & Qualifications:

- Completion of Level I, Level II, and /or Level III Child Development
- A minimum of one year of related work experience
- Experience working with children and family violence
- A passion for working with children
- Strong childcare and programming skills
- Excellent organizational skills
- Excellent written and verbal communication skills
- Good computer skills, adaptable to new programs
- Strong ability to maintain clear boundaries
- Knowledge of Stoney family Culture and values
- Knowledge of community resources available for clients
- Knowledge of the dynamics of family violence and how they relate to children
- Sensitive to the needs of women and children in crisis
- Understanding of issues of mental health, poverty, and addictions and how they relate to children
- Ability to be non-judgmental and empathetic
- Self-awareness and a positive outlook
- Willingness to participate in professional development, self-reflection, and continued growth
- Ability to work in a team environment as well as independently
- Must have a reliable vehicle and a valid driver's license
- Must be chemical and substance-free
- Must be able to abide by STA Staff Regulations, Eagle's Nest Policies, and a strict Confidentiality agreement
- First Aide / CPR certificate an asset



- ASIST Suicide Intervention training an asset
- Criminal Record check and Intervention Record check are conditions of employment

This position description has been reviewed by the supervisor and the employee. The employee understands the content of this position description and agrees to fulfill the requirements to the best of their ability.

Employee Signature: _____
Executive Director Signature: _____
Date: _____