



## JOB POSTING

### **Women's Services - Inasmuch House** **Child & Youth Advocate (12 month contract)** (Bargaining Unit Position as per Collective Agreement) **Wage range \$18.17-20.75**

#### **KEY RESPONSIBILITIES:**

1. Participate in direct service to clients, including case work with children and mothers, as well as group facilitation.
2. Identify areas of need in the Children's department and develop ideas and strategies to meet these needs. This is done in direct consultation with the Child & Youth team and Program Manager.
3. Develop and oversee recreational activities to suit the needs of this program. This includes ongoing assistance with the children's playroom.
4. Participate in the keeping of systematic records, including client files, within the designated program area and provide reports to the Program Manager
5. Develop familiarity with the Shelter/Child Welfare protocol. Coordinate with appropriate community agencies, specifically those related to child welfare as per this protocol and in direct consultation with the Program Manager.
6. Identify Child Welfare concerns and report these concerns to the Program Manager and the appropriate community agencies as required by the Child and Family Services Act.
7. Represent the program in the community through public education. This will be done in consultation with the Director – Women's Services.
8. Ensure that clients have access to participate in barrier-free services and assist and empower each client to become more independent.
9. Ability to pick up shifts
10. Adhere to a strict policy of confidentiality.
11. Other duties as required to ensure the continuation of service to residents/clients.
12. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

#### **QUALIFICATIONS:**

1. Degree or Diploma in Child and Youth Studies, or a combination of relevant education and experience.
2. Minimum 1 year related experience, 2-3 years is an asset.
3. Demonstrated understanding and knowledge of woman abuse and child abuse, child trauma, child development, parenting, dating violence, crisis intervention and counselling.
4. Excellent organizational, supervisory and interpersonal skills.
5. Confident decision-maker and enthusiastic team player.
6. Committed to uphold the organization's mission, values and standards.

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at [ecowan@mission-services.com](mailto:ecowan@mission-services.com), if you require an accommodation to ensure your equal participation during the recruitment and selection process.

## **How to Apply**

*Please submit a résumé with cover letter by July 25<sup>th</sup>, 2018 to:*

**Director – Women’s Services**

**Mission Services of Hamilton**

**P.O. Box 368, Hamilton, ON L8L 7W2 or email to [claliberte@mission-services.com](mailto:claliberte@mission-services.com)**