

### Internal/External Job Posting - (Bargaining Unit Position)

Position:	Children's Advocate Worker
Accountability:	Program Manager and Shelter Services Director
Hours of Work:	35 hours per week – days, afternoons, evenings, and weekends.
Rate of Pay:	Start Rate \$ 21.79 – Job Rate \$22.46
Location:	YWCA Durham – Oshawa (undisclosed)
Start Date:	Immediately

#### SUMMARY OF DUTIES:

**The incumbent will develop, coordinate and facilitate professional casework, advocacy and referral services for children and their mothers in a confidential, safe, supportive manner.**

1. Provides counseling and support to children and their mothers
2. Provides referrals and advocacy for children and their mothers
3. Develops and implements a variety of support and counseling groups for both children and /or their mothers in person and using virtual platforms
4. Assist children with developing and understanding a safety plan
5. Act as a liaison with schools, daycares, CAS or other relevant parties
6. Assist/support co-workers within YWCA Durham
7. Assist with on-the-job training of new staff, placement students, summer students, and volunteers.
8. Attend all staff meetings and training sessions as assigned and participate in Shelter committees as appropriate/requested.
9. Maintain client data and prepare statistical and narrative reports.
10. Write clear and concise reports regarding client's admission, stay, discharge and incidents.
11. Provide resources for community presentations, education and information on abused women and their children and other related issues as requested.
12. Maintain appropriate and accurate file documentation and respect the confidentiality of client's file, subject to legal and policy parameters.
13. Perform any other duties that may be assigned for the efficient and effective operation of the YWCA Durham
14. Perform all duties in keeping with the philosophical framework set out in the Mission Statement, values and objectives of YWCA of Durham.

#### QUALIFICATIONS:

1. **Post-secondary education in social services, child/youth worker, ECE or a related field.**
2. **3-5 years' direct experience working with abused and at risk children.**
3. **Experience in crisis intervention techniques.**
4. Ability to work shift work including days, afternoons, overnights and weekends
5. Leadership, time management, organizational, problem-solving and decision-making skills.
6. Ability to work individually and as part of the Shelter Staff team.
7. Excellent human relations and interpersonal skills to promote trust and confidence, to advise and consult and to resolve conflict.
8. Strong knowledge of casework and counseling principles.
9. Strong knowledge of community agencies and resources.
10. Assertiveness, poise, tact and patience to deal with complex and sensitive issues productively.
11. Ability and willingness to act in a professional, non-judgmental manner in dealing with program participants.
12. Ability to understand and respect the confidentiality of YWCA Durham, partner agencies, program participants, staff and volunteers.
13. Current C.P.R. and First Aid training required.
14. Must be computer literate.
15. 2<sup>nd</sup> language an asset.
16. Clear vulnerable /criminal reference check a must.
17. Must be fully vaccinated against COVID-19

#### Submit Letter of Interest and Resume by; July 4th, 2022

(quote job title) To: Stephanie Fetter, Shelter Program Manager  
Email: sf@ywcadurham.org

***We invite all qualified applicants from within the Bargaining Unit to apply.***

*The YWCA of Durham seeks to be an equal opportunity employer. We encourage applications from women of all race; colour; ethnic origin; religion; ability and sexual orientation.*