

VANCOUVER ISLAND KIDS KLUB CENTRE SOCIETY

Integrity. Kindness. Community. Fun.

1-44. JOB DESCRIPTION: SUPPORT WORKER

WORK TITLE: Support Worker

STATUS: Full/Part Time

ANSWERS TO: Site Manager

1) PURPOSE OF POSITION

The role of the Support Worker (SW) is provide direct quality care to one child with a need greater than we can offer them in the one to twelve ratio, during the out of school hours and vacation periods. This position also works with the site team to provide support to site manager, fellow staff and volunteers. The SW is to provide a safe and quality program with other fellow staff for the children in care and to be a positive impact on the children in care. The SW is also expected to communicate with schools, parents and colleagues about his/her supported child. The SW is also expected to respect individuals/social values in programming and keep Site Manager informed of any pertinent situations.

2) TYPICAL DUTIES AND RESPONSIBILITIES

a) **One on One Supported Care**

- Works directly with children, interacting on a regular basis.
- Makes day-to-day decisions on behavior management in accordance with the Kids Klub Centre discipline policies and the policy and Procedure Manual.
- Ensures the maintenance of nutritional programs, health and safety standards.
- Maintains facilities and equipment in a clean and safe manner.
- Support Site Manager with children's activities and snack times.
- Ensures the confidentiality of children parents and staff.
- Attends staff meetings.
- Organize space, equipment, and materials before activities begin for supported child.
- Write in the SCIB book daily, documenting the child's progress.
- Maintain ongoing positive communication with QA Child Development Centre Staff
- Maintain positive interaction, and socialization, encouraging integration into program activities.

a) **Site Operations**

- Ensure there are safe spaces, quiet places for supported children.
- Assist with general day to day activity set up and clean-up.

b) **Human Resources:**

- Keeps time sheet up-to date, ensuring that each shift is signed by Site Manager.
- Acts as a positive role model to other staff, children and families involved with our program and in the community.

VANCOUVER ISLAND KIDS KLUB CENTRE SOCIETY

Integrity. Kindness. Community. Fun.

a) QUALIFICATIONS, TRAINING, SKILLS, AND ABILITIES

b) **Education, Training, and Experience:**

- Grade 12 diploma (Youth and Child Care degree or courses toward degree would be considered an asset)
- Must be nineteen years or older.
- Current First Aid certificate.
- Knowledge in area of children with support needs would be considered an asset.
- Experience in direct care of school age children.
- Criminal record check.
- Must have all required VIHA documentation.

c) **Skills and Abilities:**

- An ability to function effectively within the bylaws, constitution, policies and procedures of Kids Klub Centre.
- Excellent written and verbal communication skills.
- Good organizational and planning skills.
- Ability to develop and maintain relationships with children within a group as well as individually.
- Ability to work independently and to display commonsense.
- Ability to work with children facing difficult challenges.
- Ability to be flexible and to remain calm in a crisis situation.
- Good communication and team building skills.
- Ability to acknowledge respect for children as individuals and to identify specific needs.
- Knowledge of the rules and regulations governing the Community Care Facilities Act and Child Care Licensing Regulations.
- Knowledge in the developmental stages of school age children.