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| Position title | Child Development Counsellor |
| Competition Number | 2019004 |
| Reports to | Manager, Child Development Services |
| Area of work | Child Development Services |

Introduction

YW Calgary, as the largest and longest serving women’s organization in Calgary, supports women to gain control of their lives, achieve economic stability and live free from violence. Since 1910, we have focused on enhancing women’s safety and well-being while advocating for equity.

YW team members are expected to work professionally with a caring approach, adhere to our Code of Conduct and with a belief that things will get better. Demonstrate continuous improvement, collaboration and purpose in their work; have excellent communication skills; and demonstrate thoughtfulness in decision making. As a learning organization, YW employees are also expected to continuously develop professionally and personally.

Responsibility

The Child Development Counsellor works in the YW Calgary Child Development Portfolio as an integral member of the program delivery team. The Program is preventative in nature and works with young children and families impacted by or at risk of being impacted by trauma (specifically domestic violence). The counsellor works closely with young children and families; providing evidence-based individual/group supports, community capacity building, community referrals, and educational activities related to healthy childhood development.

Key accountabilities:

1. Provide group and individual session’s evidence based programing specific to skill development and mindfulness for children and families.
2. Supporting capacity building in other settings and facilitate educational activities for families.
3. Administration and Development.
4. Working with families from a cultural competency and strength based perspective.

Detailed Responsibilities and Accountabilities

1. Provide evidence-based individual and group and programing specific to skill development and mindfulness for families impacted by or are at risk of being impacted by trauma.

Outcome: Facilitate alone or in conjunction with other program staff, groups, workshops, one on one coaching sessions that provide families with information related to early childhood development and enhancing parent effective skillful behaviour and building positive relationships with their children.

Indicator: Delivery of 6 children and 6 parent groups per year.

- To increase social inclusion by improving family functioning through the introduction of positive skill behaviour to children and adolescents.
- To assist with development, implementation, assessment and documentation of early learning programs that reflects the social, emotional, cognitive, creative and emotional needs of children.
- To connect with each family participating, building relationships and checking in.
- To provide group activities that are age appropriate and child centered.
- To work as part of the Child Development Portfolio.
- To prepare group materials, room set up and clean up.
- Provide families with community referrals and resources as needed.

2. **Supporting capacity building in other child development settings and facilitate educational activities for families**

Outcome: Organize and facilitate larger group event, educational activities, workshops, capacity building community events for families.

Indicator: Quarterly multicultural events as well as occasional social programming that allow families to meet and build support systems and the program, build community capacity.

- To plan and deliver evidence-based and culturally appropriate programs for families and community members.
- To plan and deliver capacity building activities.
- To work as part of the Child Development Portfolio to share responsibilities, planning and facilitation of events.

3. **Administration and Development**

Outcome: Ensure complete, accurate and professional documentation meets the program, organizational and funder requirements. Contribute to a high performing team and engage as part of both, the Child Development Portfolio and wider YW Calgary Teams.

Indicator: All clients' files are up to date with appropriate pre and post questionnaires and scales completed, accurate and timely monthly reports. Employees are participating in ongoing professional development, organizational activities and maintain membership with relevant professional regulatory body.

- Providing professional and ethical services to clients while maintaining continuous professional growth
- Proper data management and information entering into the program database.
- Adhering to YW Calgary standards and Code of Conduct.
- Adhere to the record keeping and documentation expectations of the program.
- Participate in regular team, supervision, agency, and professional development meetings.
- Establish and maintain effective working relationships with other YW Calgary team members, volunteers, students.
- Follow the Code of Ethics and Standards of Practice of the relevant, professional regulatory body.

Qualifications

- **Degree in Psychology, Social Work or Child and Youth Studies.**
- **Registration with appropriate regulatory body.**
- At least five years' experience working and developing, planning and facilitating groups for young children with their parents/caregivers.
- Solid understanding of trauma (specifically domestic violence).
- Solid understanding of child development (specifically brain development).
- Proven record of working effectively with diverse communities.
- Ability to work independently and with a team of service providers.
- Experience delivering programming in community-based settings.

- Excellent relationship and rapport building skills.
- Excellent communication and presentation skills.
- Organization, time management, and writing skills.
- This work involves evening and weekend work hours.
- Current first aid and CPR required.

Please include job number in the subject line of your email and forward cover letter, salary expectations and resume to:

Careers
YW Calgary
320 5th Ave SE Calgary, AB T2G 0E5
careers@ywcalgary.ca

No phone calls please. Thank you for your application, only individuals selected for an interview will be contacted.

YW Calgary is an equal opportunity employer and we value the diversity of people. Diversity at YW Calgary means a workplace where individual differences are recognized and appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

If you require an accommodation in order to participate in the application or selection process, please contact the People Services Team at 403.750.2522.

YW Calgary will consult with all applicants who request accommodation during the process to ensure that the accommodation provided takes into account any individual accessibility needs. Any information received relating to accommodation will be addressed confidentially.

Deadline: January 31st, 2019