

RELIEF WORKER QUALIFICATIONS AND JOB DESCRIPTION

PROGRAM SUMMARY:

Relief Worker is responsible for the day-to-day health and well-being of the residents in the residential program.

HOURS:

The Relief Worker will work shifts as assigned by the Program Supervisor.

QUALIFICATIONS:

- Education: Relief Worker I must have a minimum high school diploma and related experience and personal suitability. Relief Worker II must have a minimum B.A. in a related field and or a combination of a related diploma and 2 years of experience in the field.
- Must own a vehicle, hold a valid B.C. Driver's License.
- Must complete an acceptable Criminal Record Search report.
- Must hold a current First Aid and CPR certificate.
- Must hold a current CPI certificate.

SKILLS:

- Must demonstrate clear, direct and sensitive verbal and written communication skills.
- Must demonstrate experience dealing with challenging youth, strategy development, mediation, counseling, advocacy, community networking, and life skills management.
- Must demonstrate knowledge of different child and youth care approaches, the development of youth service plans, and legislation and government regulations applicable to the program.
- Must be able to work collaboratively with community resources and within a team setting.

JOB DESCRIPTION:

As a Relief Worker you are part of a team. Your responsibilities include:

1. Ensuring the following is completed for each primary youth assigned to you:
 - Intake form is completed
 - Clothing inventory is completed
 - Progress reports are written and presented weekly
 - Case Conference reports are written and presented for each case conference
 - Discharge reports are written and distributed upon discharge of youth
 - Open and informative communication with all other professionals involved with the youth is maintained

- Up to date files are maintained on youth
2. Maintaining the following in the home:
 - Assign and ensure youth are completing chores satisfactorily
 - Household maintenance
 - Upkeep of property (i.e. lawn, garbage disposal, etc.)
 - Ensure the house is up to Safety and Health Standards
 3. Be aware of and follow medical and dental needs of all youth.
 4. Be aware of and attend (when required) youth court dates of all youth.
 5. Facilitate recreational and/or educational activities.
 6. Assist youth to achieve success around house routines and hygiene.
 7. Assist/teach youth life skills as required.
 8. Observe youth behaviors in all areas and mark them accordingly using the incentive program.
 9. Take youth shopping, insuring all needs are met within budget guidelines.
 10. Encourage acceptable social standards.
 11. Set and maintain appropriate limits.
 12. Be aware of any and all daily administrative functions and carry out these requirements.
 13. Attend and participate in team meetings and follow through with decisions made.
 14. Give input into program development.
 15. Give input into house rules and policies.
 16. Give input into assessments and youth's care plans.
 17. Promote a healthy and caring home environment.
 18. Build positive working relationships with all youth.
 19. Be a positive role model for all youth.
 20. Be aware of each youth's strengths, weaknesses, care plans, and the best individual approaches for behavior management.
 21. Engage in frequent interaction with the youth on a daily basis.
 22. Provide youth with a safe environment where communication is encouraged.
 23. Assist youth to move forward with their future care plans.
 24. Liaise with outside agencies, professionals, youth courts and families.
 25. Attend all training provided by Hollyburn Family Services.
 26. Give input into general and specific care approaches and decisions.
 27. Be responsible for daily petty cash while on shift.

REPORTING/SUPERVISION EXPECTATIONS:

1. Report directly to the Program Supervisor.
2. Attend program and staff meetings.
3. Attend supervision meetings on as requested with Program Supervisor.
4. All reports, updates, and incident reports are to be completed and submitted to the Program Supervisor for review within deadlines.