



Kainaiwa Children's Services Corporation

P.O. Box 120 Standoff, AB TOL 1Y0

Telephone (403) 737-2900 Fax (403) 737-3299

Toll Free: 1-800-527-8627

JOB DESCRIPTION

POSITION: CHILD CARE WORKER RELIEF
Blood Tribe Youth Ranch

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Department: Blood Tribe Youth Ranch	Drafted: April 1, 2000
Location: Blood Tribe Youth Ranch	Approved: April 1, 2000

JOB FUNCTION:

Under the direction of the Supervisor of the Blood Tribe Youth Ranch, you will work with a team in the delivery of treatment based, residential programs.

QUALIFICATIONS:

- ▶ Post Secondary diploma or certificate in Child and Youth Care; or related field.
- ▶ Working knowledge of the Blackfoot Language and Culture are an asset.
- ▶ Must possess a valid Driver's License and reliable transportation.
- ▶ Must possess excellent written and oral communication skills.
- ▶ Must undergo the following: Criminal Record Check and a Child Welfare Information Systems Check.
- ▶ Sobriety an asset.
- ▶ Able to work shift work.
- ▶ Confidentiality is a necessity.

POSITIONS SUPERVISED:

- None



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DUTIES AND RESPONSIBILITIES

1. Program Development
 - A. Responsible for individual (one-to-one) and group counseling and activities;
 - B. Supervision of Residential Services clientele.

2. Personal Functions
 - A. Responsible for programming structured and unstructured activities; responsible for implementing activities and fully participating.
 - B. Responsible for effective liaison with involved professionals as well as significant family members.
 - C. Regular maintenance of the Specialized Parented Home building, i.e. cleaning and cooking when required.
 - D. Maintaining daily report writing, i.e. daily logs, intake reports.
 - E. Complete all written work (treatment plans, progress reports and summaries, Treatment Team Meeting minutes) on time and in the prescribed format.
 - F. Abide by the Policies and Procedures of Kainaiwa Childrens Services Corporation.
 - G. Maintain a cooperative working relationship with other staff members.