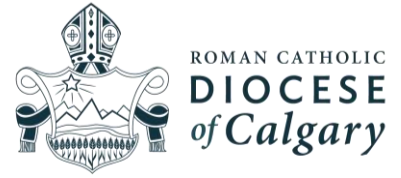


# CAREER OPPORTUNITY for

## Assistant Care Coordinator – Full Time (30 hours)

### Elizabeth House



## OVERVIEW

Elizabeth House is a life skills program and family-oriented home which welcomes at-risk pregnant and parenting women a safe place to live. As a non-denominational program of the RC Diocese of Calgary, our vision is to offer an effective and compassionate woman-centred program where residents can access the supports, resources and community they need to be successful in meeting their personal goals. We serve and employ people from all cultures and backgrounds.

Elizabeth House is currently looking for an energetic and passionate individual to join the team as a Full-Time Assistant Care Coordinator. The Assistant Care Coordinator is responsible for assisting the Resilience Specialist and Program Manager in directly supporting participants and completing tasks associated with daily operations.

## RESPONSIBILITIES

### Primary Responsibilities

The Assistant Care Coordinator will primarily support the promotion of resilience and group cohesion through assisting the Resilience Specialist in the areas of intake, exit and transition, programming and the ongoing support of participants. This position also has responsibilities in supporting the daily operations of Elizabeth House.

### GENERAL EXPECTATIONS

- Ensure that work with participants follows the program mandate and philosophy while meeting all appropriate professional practice standards.
- Attend and participate in Elizabeth House staff meetings, team meetings as well as training opportunities and special events as required.
- Attend external, role-appropriate meetings including network, professional, informational and collaborative case management meetings.
- Abide by the R.C. Diocese Code of Conduct, Elizabeth House Employee Handbook and all Policies and Procedures pertaining to the work of Elizabeth House, as well as the Canadian Social Work Code of Ethics, and legislative and best practice standards for working with youth and vulnerable populations. Adherence to relevant health and safety regulations.
- Complete all initial and ongoing screening and training requirements for employment.
- Attend approved ongoing professional development and training opportunities and maintain requirements for professional status/designation

### PARTICIPANT SUPPORT

Meet with Resilience Specialist regularly for case and program planning and task assignment.

In collaboration with the Resilience Specialist, this is primarily a front-line position with responsibilities in the following areas:

### Intake

- Collaborate with Resilience Specialist to manage recruitment of suitable program candidates.
- Manage applications and arrange application interviews with potential participants.
- Provide orientation to new participants regarding the program, residence, safety and general guidelines and expectations.
- Complete all documentation related to applications and intake, including management of the waitlist.

### Participant Goals/Planning

- Support each participant's Client Care Plan and related Next Steps & Priorities
- Support participants in securing basic needs.
- Identify and introduce participants to external resources, agencies and services.
- Assist the participants with completing various government forms and applications (e.g. taxes, birth certificates, SIN, childcare subsidy, etc.) as needed.
- Plan and coordinate in-house activities, events and programming for participants.
- Accompany participants to appointments as necessary to provide support and advocacy.

### Prenatal and Child Care

- Build collaborative and referral-based connections in community for childcare and parenting resources, supports and education for participants.
- Provide ongoing support and natural mentorship to participants following current best practice standards in the care of infants and children.
- Assist participants in registration for prenatal and parenting classes/in-home support, outside childcare choices which may include attending appointments with participants as needed and/or touring facilities.

### Participant Exit and Transition

- Facilitate connection to external supports and outreach services to promote successful transition.
- Support participants in preparing for and completing practical aspects of moving out, including completing all related program documentation.
- Provide outreach services (socialization, referrals, and activities, basic needs etc.)

## DAILY OPERATIONS

- Help to ensure continuous staff presence and availability to reduce the impacts of compound trauma and stress for participants and promote resilience and belonging.
- Assist in ensuring that the program and the facility meet compliance with applicable program, diocesan, legislative and other governing authorities. This includes reports and documentation, and household tasks as required.

## QUALIFICATIONS

- Degree or diploma in Child & Youth Care, Social Work or equivalent
- Interest, commitment and a high level of personal maturity and responsibility
- Experience with pregnant and parenting women experiencing marginalization, especially youth
- Experience with children 0-24 months

- Experience in residential or group care
- Availability to work evenings and weekends. Schedule determined in collaboration with Resilience Specialist and Manager
- Ability to work independently and as part of a team
- Reliable transportation
- Valid Driver's License, clean driver's abstract and ability to drive agency vehicles, as per protocol
- Preference will be given to those who have completed coursework and/or certification in relevant areas. Some suggested courses include:
  - The Brain Story Certification through the Alberta Family Wellness Initiative (AFWI)
  - The Trauma Informed Care E-Learning Modules through Alberta Health Services OR
  - Sheldon Kennedy Centre "Being Trauma Aware" online course
  - Completion of ASIST, First Aid, Certified with CYCAA and/or Therapeutic Crisis Intervention or other relevant training is considered an asset
  - Early Childhood Education

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Child Intervention Record Check
- Praesidium Sexual Abuse Prevention online training modules

## PHYSICAL DEMANDS

- High levels of concentration
- Exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Exposure and response to crisis situations
- Occasional lifting up to 30lbs lbs/4.5 kg (infants)
- Frequently: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects
- Constant physical activity with young children and young adults
- Responsible for occasional driving of company vehicles, risks associated with driving
- Potential exposure to infectious disease in communal setting

## TO APPLY

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until a suitable candidate is found. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.