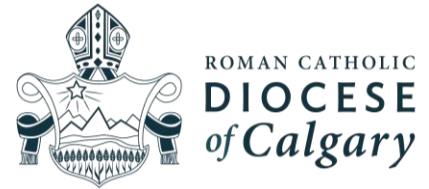


JOB POSTING for House Parent – Elizabeth House (Full-time, Temporary Contract June 1 – August 31, 2020; 35 hrs/week)



REPORTS TO

Elizabeth House Coordinator

OVERVIEW

Elizabeth House is a non-denominational residential program for pregnant and parenting women.

The House Parent is responsible for assisting the Caseworker in completing tasks associated with resident support, programming and daily operations.

This Social Justice & Outreach Ministries program is made possible through a partnership between the RC Diocese of Calgary and the Sisters of Charity of St. Louis, as well as through the generosity of donors contributing directly to the program and supported through the diocesan Together in Action campaign.

RESPONSIBILITIES

Primary Responsibilities

The House Parent is responsible to support the Caseworker with resident support, program planning and documentation.

GENERAL EXPECTATIONS

- Adhere to program philosophy of being professional, non-judgmental, encouraging and respectful with all stakeholders. Ensure that work with residents 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, including those assigned by the Coordinator.
- Account for all monies spent through Petty Cash and the Special Needs Fund by following relevant protocols. Prior approval from Coordinator is required for purchases, other than groceries, exceeding \$50.
- Abide by the R.C. Diocese Model Code of Conduct, Elizabeth House Employee Handbook and all Policies and Procedures pertaining to the work of Elizabeth House, as well as legislative and best practice standards for working with youth and vulnerable populations and 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

RESIDENT SUPPORT

- Meet with Caseworker regularly for case and program planning and task assignment.
- Meet with Coordinator regularly for supervision.
- Communicate with Support Staff and Volunteers regularly regarding resident's case planning and updates.
- Complete tasks related to residents and program as assigned.

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

Resident Goals/Planning

- Coordinate and attend House Meetings with residents.
- Support residents in securing basic needs.
- Identify and introduce residents to external resources, agencies and services.
- Assist the residents with completing various government forms and applications (e.g., taxes, birth certificates, SIN, childcare subsidy, etc.) as needed.
- Plan and coordinate in-house programming for residents based on needs

Prenatal and Child Care

- Assist residents in registration for prenatal and parenting classes/in-home support.
- Accompany residents to appointments as necessary to provide support and advocacy.
- Assist residents in the decision-making process regarding outside childcare choices which may include attending appointments with residents as needed and/or touring facilities.
- Provide ongoing support and natural mentorship to residents following current best practice standards in the care of infants and children under two years of age.
- Plan and coordinate in-house programming for prenatal and child care education.

COVID 19 Response

- Support clients in adapting to new realities of living safely during the pandemic.
- Support clients to make decisions to keep themselves and their children safe during the pandemic.
- Assist clients in recognizing and managing the intersections of compound trauma and their experience of the pandemic.

Other

- Complete grocery, household item and other pick-ups as required, including weekly Foodlink pick-up.
- Perform other related duties as necessary for the benefit of the residents and the effective operations, including light housekeeping duties.
- Assist in ensuring that the program and the facility meet compliance with applicable program, diocesan, legislative and other governing authorities.

QUALIFICATIONS

- Degree or diploma in human services, CYCC, CSW or equivalent experience
- 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
- Ability to work independently and as part of a team
- Reliable transportation
- Valid Driver's License 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
- Driver's Abstract

TO APPLY

Documents required as part of the application process include:

- A completed application form - download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca

Applications will be accepted until Midnight on June 5, 2020. 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.