



CHILD GUIDANCE/VOLUNTEER COORDINATOR

Liberty Lane is a second-stage housing program that helps individuals, and their children escape domestic violence. The position of Child Guidance/Volunteer Coordinator focuses on the emotional regulation and behavioral support of the children living at or receiving services through Liberty Lane in a trauma-informed manner.

We are seeking someone to lead the children's programming at Liberty Lane while working with the team to develop new ways to continue to support the women receiving services and their children. The person who would fit this position would be ambitious, educated, passionate and willing to think outside the box. This person needs to be self-motivated and be able to clearly convey their ideas.

We are seeking someone for a full-time position, currently approved until end March 2023 with the potential to continue, dependent on alternative funding.

REQUIREMENTS OF THE POSITION:

The Child Guidance/Volunteer Coordinator requires a strong foundational knowledge base of the following:

- Family/Intimate Partner Violence and its impact on women and children;
- Adverse Childhood Events (ACEs), & Trauma and its impact on child development, behaviour and functioning;
- Trauma-informed approaches to support parents and children (i.e. ARC);
- Animation and intervention skills (individual and group sessions);
- Self-Regulation tools, i.e. Zones of Regulation;
- Clinical programs regarding emotion regulation, social skills and resilience;
- Variety of activities to promote children's development and maximize their potential;
- Abilities to conduct evidence-based research;
- Familiarity of a broad range of leisure, education and support services for children available in the community;
- Coordination, training, retention and scheduling of volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Works closely with the Resident Support Worker to provide parental assistance and meet parent needs;
- Conducts initial meetings with children's caregivers to develop a plan with objectives and schedules regular follow-up meetings and communication methods to assess evolution, share observations and address ongoing needs;



- Plans, implements and is responsible for the daily management of regular children's programs, and activities on-site and in the community to increase mental health and well-being;
- Researches, develops, plans and delivers structured trauma-informed activities to promote social skills, emotion regulation, resilience and general well-being;
- Provides positive interactions, supportive listening, relationship building and practical assistance with children and their parent;
- Provides child care when the parent attends programming, has appointments, requires self-care or when Outreach has requested assistance;
- Develops a safe and supportive environment where children can learn and practice self-regulation skills, coping strategies, communication, problem-solving skills, self-esteem and assertiveness, etc.;
- Assists in the development of healthy relationships and boundaries;
- Ensures the safety and security of all children, residents, staff and volunteers at all times;
- Establishes playroom rules and routine and ensures they are followed and respected;
- Maintains a clean playroom and ensures proper care of the playroom and its equipment.
- Gathers information on external children's programs, activities and camps to promote socialization in the community;
- Trains, manages and schedules volunteers to assist with the provision of programs, activities and child care;
- Maintains statistics on children served and the programs/activities offered;
- Monitors and documents children's progress in programs;
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services;
- Adheres to all Liberty Lane policies and protocols;
- Participates in staff meetings and Professional Development Training as required;
- Other duties as required.

The Child Guidance/Volunteer Coordinator will be responsible to and report to the Executive Director.

QUALIFICATIONS:

Education

Post Secondary diploma/degree in Social Work, Child and Youth Work, Child and Youth Care or a degree/diploma in an unrelated discipline and two years' experience.

Experience

Two years' experience working with children in a Family Violence Intervention/prevention field, social service setting or in a related or relevant field.

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- Ability to work flexibly with some evening and possibly weekend work
- Exhibits professional, clear and effective communication skills (written and verbal)
- Appropriate interpersonal skills to work with children and their parent
- Ability to set strong boundaries
- Acts as a role model for the children and parent
- Ability to respond to situations at a moment's notice
- Is empathetic in nature
- Excellent organizational and administrative skills
- Good team player
- Ability to work independently and be self-directed
- Competent computer skills including research
- French or other second language as an asset
- Valid Driver's License an asset

Background checks required:

Criminal Record & Vulnerable Sector Background Check from Police.
Prior Contact Check from Social Development

Additional:

The successful candidate will be required to provide proof of full vaccination.

Wages & benefits discussed at interview.

Application deadline: - Sunday 3rd July 2022

Expected start date: - Monday 8th August 2022