**North East Outreach and Support Services, Inc.**

*\*Under New Management*

Job Posting Competition #: N1223-005

**Receiving Home Worker - Casual**

Posting date: February 14, 2024

No Closing date

*Our Mission: North East Outreach and Support Services enhances the safety and wellness, and nurtures personal growth of individuals and families in crisis in Saskatchewan.*

**Summary:**

The Receiving Home Worker can demonstrate knowledge of and empathy for children in care who may have possibly witnessed domestic violence. Ideal candidate is empathetic, and caring with a big heart for children who may have experienced trauma or delays. Reporting to the Treehouse Manager the worker assists with child care, case planning, basic administration, home management operations and programming for children under 12.

**Responsibilities**

Child Care

* Provide children's activities - facilitate in-house recreation, crafts and educational program
* As part of the Support Team - take active role to follow case plans and provide structure, guidance and a safe home-like environment.
* Assess, listen, support, validate and document interactions.
* Provide transportation as required by NEOSS/Treehouse or the Ministry of Social Services (MSS).
* Adhere to all rules and regulations set out by NEOSS/MSS
* Ensure all daily duties are completed and documented.
* Perform household/yard cleaning as required.

Daily Operations

* Ensure adequate supplies are maintained regarding household, crafts, recreation.
* Ensure upkeep of the Treehouse van, fueling, cleanliness, safety.
* Ensure all youth daily reports, incident reports, ABC reports, med reports, Social Worker visits, critical incident reports and intake procedures are completed properly and in a timely manner.
* May transport for medical visits, family visits and other appointments as needed.

Expectations

* Follow a strict code of confidentiality at all times.
* Ensure safety, security and protection of the children.
* Adherence and knowledge of corporate policy/procedures.
* Participate in community awareness initiatives and training.
* Able to be non-judgmental, respectful, empathetic to children’s needs and identify as a health, positive role model.
* Maintain professional boundaries and complete administrative documentation
* Be available for 12 hour shifts as scheduled or called in.

**Qualifications**

* Post-secondary education in Early Childhood Education, Youth Care field, or a combination of education and experience may be required to fulfill the duties above, bot is not a necessity.
* Knowledge of child growth, development and behaviours.
* Ability to work flexible hours including evenings, nights and weekends.
* Ability to manage and prioritize multiple tasks.
* Excellent interpersonal and communication skills and some computer skills.
* Must live within the service area of North East Outreach and Support Services (Melfort, Tisdale and Nipawin)
* Must be prepared to provide clear criminal records check and vulnerable sector check.
* Possess valid driver's license and access to a reliable vehicle required.

Salary Range: $18.00 - $23.76 hourly range

**To apply:**

Send cover letter specifying competition number and CV or Resume with three references via email with to:

Gayla Dickson

Treehouse Manager

[gdickson@neoss.ca](mailto:gdickson@neoss.ca)

North East Outreach and Support Services, Inc.

124 McKendry Ave West

Melfort, SK S0E 1A0

Only qualified candidates legally entitled to work in Canada will be contacted for interviews.