



## **EMERGENCY HOME WORKER POSITION DESCRIPTION**

### **Duties**

- Client Care
  - Provide children activities
    - Facilitate in-house recreation, crafts and educational program
  - As part of the Support Team
    - Take an active role to follow the case plan
    - Provide structure, guidance, and a safe home-like environment
  - Assess, listen, support, validate and document interaction
  - Provide transportation as required by NEOSS/TreeHouse or the Ministry of Social Services.
  - Adhere to all rules and regulations set out by NEOSS/Ministry of Social Services.
  - Ensure all daily duties are completed each day and documented appropriately as per the Daily Duties Sheets.
  - Perform household/yard cleaning as required
- Daily Operations
  - Ensure adequate supplies are maintained with regard to household, crafts and recreation. Shop for supplies as required
  - Ensure upkeep of the TreeHouse Van is completed (Filled with fuel after each shift). Bring any issues with the van to the attention of the Manager (rock chips, scrapes, dents, warning lights, etc.)
  - Maintain vehicle cleanliness after daily use and as per scheduled cleaning times. Ensure the garbage and youth's belongings are removed after each day trip.
  - Ensure all youth daily reports, incident reports, ABC reports, med reports, Social Worker visits, critical incident reports and intake procedures are all completed properly and in a timely manner.
  - If requested by the Ministry of Social Services, perform medical visits, family visits and all other appointments pertaining to the youth's needs.

### **Expectations**

- Follow a strict code of confidentiality at all times
- Ensure safety, security and protection of the children
- Able to adhere to and is knowledgeable of agency policies and procedures.
- Work independently and in a team atmosphere, in accordance to the agency philosophy, mission and goals and policies and procedures.
- Can complete administrative documentation related to position duties, including outcome measurements, statistics, report writing, timesheets, and expense claims without error.
- Can maintain professional and ethical boundaries
- Able to be non-judgmental, respectful, empathetic to children's needs, and identify as a healthy, positive role model.
- Participate in community awareness initiatives and training as directed by the Executive Director
- Complete and maintain training as needed to complete your daily duties as outlined in the job description.



**EMERGENCY HOME WORKER  
POSITION DESCRIPTION CONT.**

**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, but is not a necessity.
- Knowledge of child growth, development and behaviors.
- Ability to work flexible hours including evenings, nights and weekends.
- Experience and knowledge of Microsoft Office.
- Excellent interpersonal and communication skills.
- Ability to manage and prioritize multiple tasks.
- Demonstrate knowledge of and empathy for children in care and who may have possibly witnessed domestic violence
- Preference will be given to individual living within the service area of North East Outreach and Support Services Inc.
- Must possess a valid Saskatchewan driver's license
- Must be prepared to provide a criminal records check, vulnerable persons check and third party liability.