

Internal/ External Job Posting
June 13, 2025

- Position:** Respite/Skills Workers ~ Casual Relief
- Summary of Duties:** Working under the direction of the Special Services Coordinator, the Respite/Skills Worker will implement the program plan and provide personal care for children and youth with special needs (birth to 19 years of age) at the CDC or in the community.
- Qualifications:**
- Completion of Grade 12 and courses/programs related to child development, childcare, rehabilitation, special education, or recreation.
 - Experience working with children and youth with special needs is an asset.
 - CPR or first aid course is an asset.
 - Must be self-directed, motivated, and able to work independently and in cooperation with others
 - Must hold a valid Class 5 Driver's license and have a reliable vehicle for work use
- Classification/Salary:** \$27.91/hour as per Community Sub Sector Collective Agreement
- Hours of Work:** Casual Relief- Hours may vary between 8:30am & 7:30pm
- Closing date:** Open until filled

Applicants must submit a resume and cover letter by the closing date indicated above to:
Denika Smith, Special Services Coordinator
10417-106 Ave
Fort St John BC V1J 2M8
250-785-3200 FAX 250-785-3202
E-mail: denika.smith@cdcfsj.ca

Note: Qualified internal applicants will be given priority.
Only those applicants shortlisted for an interview will be contacted

CC: Susan Cross (HSA Steward)
Payroll

CHILD DEVELOPMENT CENTRE OF FORT ST. JOHN AND DISTRICT

JOB DESCRIPTION

JOB TITLE: Respite and Skills Worker

JOB SUMMARY: Under the direction of the Special Services Supervisor/Coordinator, the Respite and Skills Worker will implement the individualized program plan and provide personal care for children and youth with special needs (birth to 19 years of age) in the home, Child Development Centre, or community.

CLASSIFICATION / PAY LEVEL: HSA Community Subsector Agreement
Benchmark Number: 81301
Benchmark Title: Supported Child Care Worker
Grid Level 20

SUPERVISOR: Special Services Supervisor/Coordinator

SKILLS AND ABILITIES:

- Proven ability to work in a team environment
- Must be self-directed, motivated, and able to work independently and in cooperation with others
- Uses initiative and performs routine tasks with minimal supervision
- Communicates effectively, in English, both verbally and in writing
- Physically able to perform the duties of the position including the ability to safely lift, push, and pull children or equipment weighing up to 15 kg

QUALIFICATIONS:

- Graduation from Grade 12
- Completion of one early childhood education course and / or completion of a child and youth related course, or equivalent combination of education, training, and experience.
- Minimum of one year experience working with children and youth
- Must hold a valid BC driver's license and have access to a reliable vehicle for work use
- Proof of full covid vaccination or an approved medical exemption request.

FUNCTIONS:

1. Works with children and youth with special needs on a 1:1 basis or in groups in the home, at the Child Development Centre, or in the community. Program is designed to provide Respite for caregivers and/or development of skills therefore "work" as determined by parents based on their goals – may include activities such as: recreation (swimming, movies, etc) and/or specific activities to build skills such as shopping to learn how to handle money and make appropriate change. Provides a safe and supervised environment. Siblings are included in activities if appropriate. Peer interaction is encouraged depending upon goals established.
2. Assists in the development and updating of individualized program plans for the children and youth in collaboration with the families/guardians, the Supervisor, and other service providers. Implements the

individualized program plans when working with the children or youth. Reviews information about clients on an on-going basis.

3. Assists the child or youth with personal care including diapering, toileting, eating, bathing, dressing, and sleeping. Encourages the development of self-care skills as appropriate.
4. Administers medications according to CDC guidelines.
5. Transports the children or youth to appropriate settings within the community and surrounding area.
6. Communicates relevant information about the children or youth to the families/guardians, the Community Programs Supervisor, and to other service providers at the Child Development Centre. (Relevant information may include child's mood, activities engaged in during session with worker, concerns regarding abuse, difficulty implementing strategies provided by other professionals involved with child, etc)
7. Documents sessions with children or youth according to program/agency guidelines. Submits reports to the Supervisor as required.
8. Contacts the families/guardians to schedule client visits according to guidelines from the Special Services Supervisor/Coordinator. Provides an up-to-date schedule to the Supervisor monthly and promptly informs the Supervisor of cancellations or rescheduling. Confirms dates and times of scheduled visits with the families/guardians.
9. Cleans toys and equipment and workspaces after use.
10. Submits accurate time sheets, mileage/expense records, leave requests, statistical data and other records as required.
11. Attends staff meetings and participates in relevant committees at the CDC.
12. Performs other related duties as assigned.

Additional Information:

- Experience working with children and youth with special needs is an asset
- Completion of Child Safe, CPR, or other first aid course is an asset (requirement of position – though if prospective employees do not have it, employer pays course fees and wages to attend)