



*"Bringing Learning to Life!"*

# 2020/21 CUPE Posting #50

Fax # (250) 949-8792

November 17, 2020

## TO CUPE LOCAL 401:

Employees are hereby advised that the following **REGULAR** position is available.  
Applications received should be no later than **12:00 p.m. on Wednesday, November 25, 2020.**

## CHILD & YOUTH CARE WORKER I:

Pay Rate: \$28.53 per hour  
Location: **Port Hardy Secondary School**  
Hours of Work: 28.75 hours per week (plus 1 hour for LIF in 20/21), while school is in session  
Start Date: As soon as possible  
Reporting To: Ms. Rena Sweeney, Principal, Port Hardy Secondary School

**MAJOR DUTIES AND QUALIFICATIONS** – See attached job description.

**Preference will be given to candidates with POPARD and CPI training. Candidate must demonstrate the ability to work effectively with students with social/emotional behavioural needs.**

**Please Note: The Board encourages employees without CYCW I qualifications to apply for this position. If the Board is unable to fill the position with a qualified person, the Board will fill the position on a day-to-day basis with a CYCW II (\$26.98 per hour) or CYCW III (\$23.02 per hour).**

Please direct all applications to: Mr. Ray McDonald, Secretary-Treasurer  
School District No. 85 (Vancouver Island North)  
P.O. Box 90, 6975 Rupert Street,  
Port Hardy, B.C. V0N 2P0

cc: CUPE Payroll  
CUPE Local 401  
All Schools  
Port McNeill Maintenance  
Transportation  
School District Administration Office  
VINTA

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION  
CHILD AND YOUTH CAREWORKER I**

**DEPARTMENT: School**

**JOB SCOPE**

Reports to the school principal.  
Supports students in the development of positive social/emotional skills that facilitate formal education.  
May work under the direction of a teacher.  
Works with outside agencies to support families and students.  
May work under a flexible schedule.  
Implements directives from medical professionals.  
Works without close supervision.  
Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

The Child and Youth Care Worker will work collaboratively with the teaching staff in developing individual social and behavioural programs to assist students in reaching the goals outlined in the student's Individual Education Plan, Behaviour Assistance Plan and when indicated, the Integrated Case Management Plan.

Duties may include but are not exclusive to the following:

Participate as a member of the case management team and/or school-based team for identified students.

Assists with the assessment of the student's family, school and community functioning to determine the environmental causes that may affect the student's ability to function in school.

Assists with the assessment of the student's functioning and determines how it affects family, school and community.

Assists in developing specific strategies for students to achieve acceptable personal/social behavior patterns.

Provides personal improvement training to individual students, student groups and families as needs are identified through collaborative planning processes, in areas such as bullying, anxiety and suicide prevention.

Develops close working relationship with students and their families.

Assists with the development, co-ordination and supervision of all program activities (e.g. social skills training, academics, recreation, field trips, work experience, special projects, support groups, drug and alcohol awareness, personal hygiene skills etc.)

Assists students with the administration of medication.

Provides transportation to students as needed for appointments and/or school related activities.

Intervenes in crisis situations, determines, develops and implements appropriate management strategies.

Provides and/or facilitates training in parenting skills if needed.

Duties may include but are not exclusive to the following: (Continued)

Facilitates working relationships with school staff, community agencies and appropriate ministries, as the individual student case management requires.

Acts as a referral source to and for the school, family and/or community services.

Establishes regular communication with families and/or guardians.

Submits verbal and written reports that pertain to the student's social, emotional growth as required.

Performs other duties necessarily incidental to those assigned above.

**CLASSIFICATION DESCRIPTION  
CHILD AND YOUTH CARE WORKER I**

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).

A minimum of ten post-secondary education courses applicable to work situation such as courses in Behavior Management, Child Development, Psychology and other areas specific to the assignment. Specialized training, as required, to work with specific students (e.g., CPI, POPARD, and Applied Suicide Intervention Skills Training).

Training to apply medical directives as needed.

Demonstrated ability to work effectively with students with social/emotional behavioural needs.

Basic knowledge of psychiatric and developmental disorders affecting children and adolescents.

Possessing knowledge of specific strategies to defuse conflict.

Training in non-violent crisis intervention strategies.

Working knowledge of functional assessment of behaviour methodology.

Willingness to work beyond the school day to support students and their families.

Ability to maintain good working relationships and communicate effectively with school staff, students, parents and community agencies.

Ability to use a computer for record keeping and assisting students e.g., word processing, instructional software etc.

Valid Level I first aid certificate or equivalent.

Valid B.C. class 5 driver's licence and access to a vehicle for purposes of work.

Good interpersonal and communications skills.

Ability to understand and effectively carry out oral and written instructions.

Two to three years of successful school and/or community related experience in the field of Child and Youth Care.

Revised Sep. 2008

Reviewed Jun. 2010

Revised May 2015

Revised Jun. 2016