

## **CHILD & YOUTH CARE COUNSELLOR: SUMMER STUDENT**

**We are hoping to get our summer student grants this year. This would be a fabulous opportunity for someone who will be a **returning student in September.****

**I would love to see Recreation Therapy students take on this role (last year we took on 4 students). They would be exposed to a huge range of children ages from 4 - 18 who have autism and/or a developmental disability and a huge range of staff perspectives (team of 25 staff). This position would suit a very self motivated and self starter type of individual.**

**The job description is attached.**

**Any interested students can forward their resume to Joan Hurley at [joan.hurley@options.bc.ca](mailto:joan.hurley@options.bc.ca)**

**Joan Hurley  
Assistant Program Manager  
Special Services to Children and their Families  
OPTIONS Services to Communities Society**

**Job Title:** **CHILD & YOUTH CARE COUNSELLOR: SUMMER STUDENT**

**Job Summary:** Working in a group or helping out in a one to one setting with children, aged 3 to 18, who have a developmental disability or autism. The position consists of assisting CYCC's in helping the client to work on skills involving areas such as behavioural strategies, peer relationships, community involvement, recreational opportunities, and life skills training. The summer student will fill in as a second staff member in the Adventurers group or assist a one-to-one CYCC implement strategies from designated goals. The summer student will also be responsible for developing and implementing a summer activities program for children in our program. The program for the most part is community based.

**Reports to:** Program Manager and/or Assistant Program Managers

**Key Duties and Responsibilities:**

1. Adheres to the policies and standards of OPTIONS: Services to Communities Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
2. Develop and implement a summer activities program which gives the children in our program additional opportunities for recreation and leisure in the months of June to August.
3. Provide recreational, educational and social opportunities to groups of children out in the community as a second staff member.
4. Work in a team setting and participate in the organization of special events, activities, and outings.
5. Develop and review your learning objectives with the Program Manager or Senior Workers.
6. Assist the CYCC in assessing behaviour and developing individualized strategies from designated goals to meet the needs of clients.
7. Working with clients, mainly in the community and in co-operation with CYCC's on these strategies.
8. Assist in writing daily journal notes.
9. Attend weekly team meetings and weekly case reviews to discuss client's goals. The case review will provide the opportunity to give and receive feedback from/for other CYCC's.

10. Keep an accurate log of your hours.
11. Perform other duties necessary for the enhancement of the program as directed by a Senior Worker or Supervisor.
12. Follow written and verbal directives from the immediate supervisor, Executive Director or designate.
13. Follow the Child Abuse Protocol and the General Safety Guidelines.

**Qualifications:** Working towards a degree in a related field and/or relevant training and experience is typically required for this position.

- Job Skills and Abilities:**
- Well developed interpersonal, counseling, oral and written communication skills
  - Good organizational, time management and general management skills
  - Knowledge of group processes and facilitation techniques
  - Have use of a vehicle is preferred
  - Must take an Oath of Confidentiality
  - Have no relevant criminal history

**Additional Information:** This job requires CYCC Volunteer to be in good physical condition as occasional lifting is required (i.e. Lifting of van seats, transferring clients in wheelchair from wheelchair to toilet seat, helping to dress clients with limited mobility, etc.) .

This position may be stressful at times. Managing emergency situations in an ever changing environment and meeting deadlines is an ongoing expectation of the program. This position may require work outside the normal office hours.

All workers must be aware of the potential for allegations to be brought against them by clients and therefore, must conduct themselves in a manner where behaviours/actions cannot be misinterpreted. Workers are required to take precautionary measures and to follow safety guidelines to ensure their safety. Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety.

Workers must maintain confidentiality, undergo annual successful criminal record checks, and be sensitive to diversity among clients, co-workers and the community.

The vast majority of the CYCC's job is spent outside of the normal office environment

It is expected that staff maintain professional growth and that they develop knowledge of local resources and activities for children and youth with a disability.

The above information is acknowledged by:

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*(Supervisor's Signature)*

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*(Summer Student's Signature)*