**Child and Youth Program Assistant**

**Yellowknife YWCA Task List**

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| **Summary:** | The Child and Youth Program Assistant supports the Family and Youth Team Lead in operation of the programs within the Child and Youth Department. Program includes Project Child Recovery/Dudes Club, Y Space and Girls Empowerment Program. This individual will help plan, organizes and runs  groups for at risk children or those who witness abuse to assist children with issues and developmental  milestones. |
| **Location:** | Various locations **Group:** Active |
| **Department:** | Child and Youth **Family:** N.A. |
| **Scenario:** | Family and Youth Team Lead/Project Child active **Reports To:**  Recovery Coordinator |
| **Job Id:** | 24 **Last Update:** 2024-04-16 |

Tasks:

# Childcare

1. Play with children/youth and encourage their participation during program hours.
2. Provide the children with creative program activities and crafts daily.
3. Provide snacks, keeping in mind allergies and ensure tables are clean.
4. Communicates with parents regarding their children.
5. Supports the Family and Youth Lead with program implementation
6. Interacts with children in appropriate and positive ways.
7. Helps children and/or parents resolve issues that arise during program hours Cleans, disinfects and organizes toys in storage and locks up.
8. Completes monthly fire drills.
9. Ensures the safety of participants during indoor/outdoor activities.
10. Ensures the children play safely and keeps area clean and tidy

# Management

1. Assists the Team Lead with report writing when needed
2. Assists the Team Lead in ensuring effective communication mechanisms are in place at all program locations.
3. Ensures programs and services are culturally sensitive, timely and delivered by trained staff and/or volunteers.
4. Keeps abreast of the day to day operations and program issues for all program areas
5. Assists Program Coordinators in resolving day to day issues as they arise.
6. Assist Team Lead with the implementation of new program ideas or plans improvements.
7. Participates in and/or provides input to Program Coordinator in community partnership meetings or events.

# Administration

1. Attends regular team meetings and training sessions to contribute to the identification and resolution of trends or issues that will affect the program and to support funding agency requirements.
2. Provides communication support to clients and visitors, supporting a positive reputation for the YWCA in the community.
3. Completes daily journals.
4. Completes incident reports when required.
5. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies and shops.
6. Makes suggestions to Supervisor for purchase of equipment and supplies.

# Health, Safety & Security

1. Attempts to de-escalate situations before they become crises.
2. Review all children' information packages to be aware of allergies, health concerns or disabilities.
3. Administers first aid and provides clients access to their medications according to prescriptions and agency policy.
4. Ensures the program safety policies are followed at all times and maintains safe practices while working including having a clear escape plan if needed. .
5. Cleans up, sweeps up and washes dishes and tables. Washes toys and equipment as needed.
6. Ensures that access doors are properly locked at all times.
7. Keeps aware of YWCA NWT health and safety policies and requirements and maintains safe practices while working.
8. Maintains first aid status and CPR certification and provides first aid
9. Participates in and implements fire drills
10. Wears identifying vest indoors and outdoors
11. Reports all incidents of suspected abuse to supervisor and follows YWCA NWT protocols.
12. Contacts identified caregivers if a child does not attend the program.
13. Ensure all documentation such is present, complete, accessible, and safely stored. Update and distribute monthly emergency contact, attendance, allergy and condition sheets.
14. Clear criminal records check and vulnerable sector check.
15. Updated immunization records.

# Other

1. Complies with YWCA NWT policies and procedures.
2. Maintains first Aid and CPR certification
3. Performs other tasks as assigned by the Supervisor.
4. Provides back up for all programs

# Skills & Knowledge

1. Minimum two years of experience in childcare field, including supervising
2. Excellent interpersonal skills.
3. Good verbal and written communication skills.
4. Ability to respond effectively in managing behavioural issues and crisis situations in a stressful environment.
5. Ability to implement planned activities and programs.
6. Good supervisory skills
7. Good judgement and decision-making skills.
8. Knowledge and understanding of school and programming expectations
9. Strong understanding of personal boundaries and able to be assertive to maintain and enforce boundaries.
10. Knowledge of and ability to work with persons of varying cultural backgrounds.
11. Knowledge of YWCA NWT policies and programs.
12. Understanding of the Child care Act and ECE regulations
13. Must be dependable.
14. Good computer and keyboarding skills.
15. Good verbal and written communication skills
16. Ability to work independently with minimal supervision.
17. Knowledge of universal health precautions to protect clients and staff from the transmission of infectious diseases.
18. Current First Aid/CPR certification.