



BRUCE GREY CHILD & FAMILY SERVICES

REPOST - Behaviour Associate

POSTING #:	2021-29
EMPLOYEE GROUP:	CUPE, Contract
# OF POSITIONS:	Multiple positions
DEPARTMENT:	TBD
REPORTS TO:	Supervisor
LOCATION:	TBD
SALARY:	\$22.57-\$24.91
HOURS PER WEEK:	up to 44 hours/week; shift work
DATE POSTED:	September 23, 2021 Reposted November 30, 2021
CLOSING DATE:	Open until positions filled
POSTING TYPE:	Internal/External

Please submit a resume and cover letter quoting the posting number above to Human Resources at hr@bgcfs.ca before 4:30pm on the closing date.

As a condition of employment, all external hires will be required to submit proof of complete COVID-19 vaccination or documentation unless a valid accommodation under the Ontario Human Rights Code exists.

PURPOSE STATEMENT

Reporting to the Supervisor, the position will provide ongoing 2:1 or 1:1 support to specific youth. The position is responsible to maintain, strengthen and promote healthy functioning as well as child safety and to carry out the mandate of the Child, Youth and Family Services Act in accordance with the prescribed guidelines and regulations. The position is responsible to promote safety, security and well-being for all people.

MAIN DUTIES & RESPONSIBILITIES

Support to Children

- Supports children and youth with personal and physical care including medication administration, crisis response, advocacy, liaising with other staff and collaterals and all other areas of daily living
- Participate in planning meetings, safety meetings and other meetings with the BGCFS team
- Implement the objectives of the outcome plan related to the child including supporting recreations, leisure and community opportunities
- Use identified behaviour management supports to assist in emotional regulation and behaviour management

- Maintain daily logs and communications, consistent with Ministry standards and the standards and expectations of BGCFS
- Collaborate with the BGCFS team and external partners to support youth transitions

Administration

- Completes all Ministry and agency documentation, including contact logs, closing reports within required timeframes
- Completes medication logs

Relationship Management

- Demonstrates behaviors, actions and attitudes that are consistent with BGCFS's vision, mission and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as other agency staff, community groups, foster homes and volunteers
- Shares information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate manager at appropriate time
- Respects ethnic, spiritual, linguistic, familial and cultural differences

Team Building

- Develops a respectful and professional working relationship with team members, while working collaboratively, sharing experiences and lessons learned
- Actively participates and engages in supervision with their supervisor on a regular basis
- Actively participates and engages in team and staff meetings, service training sessions and other meetings/sessions as required
- Works within and supports the team and works to ensure family and organization needs are met, including coverage when required

Other Related Activities

- Demonstrates excellent crisis intervention and de-escalation skills when required
- Identifies, promotes and supports the use of community resources to assist children and youth
- Researches new intervention strategies and techniques, medical information and other areas to update knowledge and skills
- Knows and adheres to all applicable BGCFS policies, procedures and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Work in compliance to Occupational health and safety Act

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

- Degree in Behavioural Sciences preferred. Relevant diploma and work experience will be considered.
- Graduate Diploma in Autism and Behaviour Science considered an asset.
- Experience working with Indigenous youth or on a First Nation considered an asset.
- Additional, specific training/certification in supporting persons with autism is preferred.
- A minimum two (2) years' experience supporting youth with complex needs, intellectual disabilities and dual diagnosis in a residential environment. Experience working in a specialized support of active treatment environment an asset.
- Knowledge and understanding of Applied Behaviour Analysis and Person Centred Planning principles and processes.
- Non-Violent Crisis Intervention certification preferred
- First Aid/CPR certification preferred
- Excellent crisis intervention skills
- Satisfactory Police Records Check is required
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is required

General Skills and Attributes

- Good ability to use MS Office applications (e.g. Word, Excel)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
- Excellent understanding and commitment to quality service and best practice
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the supervisor as required
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner

EFFORTS & WORKING CONDITIONS

- Work is primarily performed in a residential home setting.
- Intermediate periods of sitting and computer/phone use
- Frequent community outings
- Staff may also be required to supporting children/youth in hospital or other settings
- May be exposed to potentially hazardous environments including driving conditions, volatile situations and aggressive service users
- Occasional lifting of not more than 20 pounds may be required

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

BGCFS COMMITMENTS

We are committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at hr@bgcfs.ca . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.