**Yellow Quill Child and Family Prevention Services Inc.**

**Box 273, Yellow Quill, SK S0A 3A0**

**306 327 1005 or 639 328 7710**

**Email –** **yqcfps@gmail.com**

EMPLOYMENT OPPORTUNITY

 PARENT AIDE WORKER

Yellow Quill Child and Family Prevention Services Inc. is in search of two full-time PARENT AIDE WORKERS. This position is based ON RESERVE and reports to the Prevention Manager. The role of PARENT AIDE WORKER is to provide, at the direction of social workers, aide level services, such as life skills development and other services to children and families in providing for their ongoing care and safety.

Duties may include:

* Provide, teach, and demonstrate to children and families daily living skills such as home

management, parenting skills, consumerism, purchasing, and preparing food, etc.

* Contact schedule and visit homes as determined by management in consultation with social workers.
* Prepare appropriate documentation.
* Obtain emergency or needed food and clothing for the children and families.
* Participate in appropriate meetings to explore gaps in services, including but not limited to treatment teams and multidisciplinary teams.
* Provide meaningful observations of the children and families and make appropriate recommendations.
* Establish and maintain a positive relationship with the parent through honest and concerned interactions, active listening and provide encouragement and support through positive role modeling.
* Help parents become involved in activities with the parents while modeling positive and appropriate interaction with their children.
* Serve as a liaison when requested between families and professionals.
* Attend monthly staff meetings and others as directed.
* Complete on schedule all personnel-related paperwork.
* Ensure all activities, services and programs are conducted in a manner that is sensitive to and shows respect for our culture and our clients.
* Comply with professional standards regarding families and children’s confidentiality.
* Attain knowledge of and adherence to all prevention policies and procedures and applicable laws.
* Report all incidents of abuse and neglect.
* Perform other related duties as assigned by your supervisor and assist with short term assignments to ensure the smooth running of the program.

Requirements:

* High School Diploma or GED
* Demonstrated ability to work with children, families and to teach life skills
* Valid class 5 driver’s license, access to a reliable vehicle
* Training required by prevention
* Clean criminal record check and vulnerable sector’s check
* Ability to work under pressure and multitask

Physical Demands:

* Exposure to infections and contagious disease and unpleasant elements, such as but not limited to accidents, injuries, and illnesses.
* Continuous sitting, bending, squatting, writing/typing, verbally communicating, hearing, seeing, grasping.
* Occasional reaching, crouching, kneeling, pushing, pulling, lifting, carrying

***The information contained herein is meant as a basic guide for this position and is not to be construed as including every task inherent in this position. Employees are subject to reassignment of duties not specifically covered in their position description as determined by their manager/supervisor.***

* **Salary will commensurate with experience, skills, education and training.**

Please submit resume and cover letter along with three references to:

Charlene Tony – Human Resources Manager

Yellow Quill First Nation

Box 273

Yellow Quill, SK S0A 3AO

Email: ctony77@hotmail.ca

CLOSING DATE FOR RESUMES:  WILL REMAIN OPEN UNTIL POSITION IS FILLED