

Un coup de main
quand t'en as besoin

Centre de
ressources
communautaires
de la Basse-Ville



Lowertown
Community
Resource
Centre

A helping hand
when you need one

CRCBV-LCRC JOB POSTING

JOB TITLE: BILINGUAL CHILD AND YOUTH WORKER (2 POSITIONS)

Status: Contract Position - 20 hours per week
October 12th, 2021 to June 30th, 2022
20 hours per week (Monday to Friday, 2:00pm to 6:00pm)
Rate: \$16.7309 to \$20.0770 per hour, plus 6% in lieu of vacation

Job Summary

Reporting to the Children Youth and Family Services Program Manager the After School Program Facilitator will work within a team setting to ensure proper facilitation of an after-school program for at-risk children and youth ages 6 to 14 years old.

Job Specific Responsibilities:

1 Program Support

- Facilitates programs for at-risk children and youth (ages 6 to 14) that promote participation in healthy, constructive activities;
- Interacts directly with children and youth from diverse cultural backgrounds;
- Facilitates group activities in an after school program setting;
- Acts as a positive role model and resource person for the children/youth;
- Outreach to at-risk children and youth to promote community activities;
- Creates a supportive environment for children and youth to address barriers that they may be experiencing;
- Develops and maintains an awareness of services and programs for children and youth in the region;
- Maintains attendance records and registration forms; performs administrative duties related to the programs;
- In collaboration with the coordinator, identify and report trends and priorities needed for children and youth in the community;
- Participates in weekly staff meetings.
- Other related duties.

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Teamwork and Collaboration:

- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of relevant program.
- Maintains effective communication of information among internal and external stakeholders.
- Participates in staff development training as appropriate to the position.

Position Requirements:

Education

- Completion of a College Diploma or University Degree in a relevant field or suitable combination of education and experience.

Experience

- Experience working with diverse communities and sensitivity to multicultural issues;
- Self-motivated team player with good interpersonal skills, and the ability to manage multiple tasks and responsibilities.

Personal Suitability/Other Requirements

- Strong communication and organization skills;
- Ability to handle complex emotional and behavioral issues;
- **Bilingual (English/French) essential. Candidates' language proficiency will be evaluated before being invited to an interview.** Other languages an asset;
- Valid Police Records Check for work with the Vulnerable Sector;
- **All applicants must be fully vaccinated in order to be considered for any staff opportunities. Upon hiring, applicants must provide government issued documentation proving they have been fully vaccinated;**
- First-Aid/CPR AED Certification.

How to apply for this position:

Please send cover letter and resume by: Friday, October 1st, 2021 at NOON to

Selection Committee
Lowertown Community Resource Centre
40 rue Cobourg Street
Ottawa, ON. K1N 8Z6
Fax: 613-789-3443

Email: mcgauthier@crcbv.ca

**We thank all applicants for their interest.
Only those candidates selected for an interview will be contacted.**