



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

INTERNAL POSTING No. 22-053
TEMPORARY

UNION VACANCY NOTICE

January 17, 2022
Date of Distribution

TO: Construction, Maintenance and Allied Workers, Local 2423

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately to June 24, 2022 or return of incumbent**

DESCRIPTION: **Child Care Counsellor**
Thirty (30) hours per week

LOCATION: **Kent Elem/ACE/Harrison Hot Springs Elem**

HOURLY RATE: **\$ 27.85 per hour**

DEADLINE DATE: **January 20, 2022 at 2:00 p.m.**
(Applications will not be considered after 2:00 p.m.)

Major Duties/Qualifications: Classification Description attached.

Please direct all applications to: Human Resources
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C.VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email: hr@sd78.bc.ca

PLEASE POST ON SCHOOL BULLETIN BOARD

Notation: Only the successful internal applicant will be contacted regarding postings

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

CHILD CARE COUNSELLOR

Location: District

Summary:

Under the direction and instructional supervision of the Administrative Officer of the school(s) assigned. The Child Care Counsellor designs and implements counselling programs, works in liaison with other rehabilitation personnel, Ministry of Children and Families, Ministry of the Attorney General, Ministry of Health and Indian and Northern Affairs. The responsibilities may also require intervention outside regular school hours. Maintains the confidentiality of sensitive information seen or heard.

Duties and Responsibilities:

- Provides guidance, ongoing assistance, encouragement and support to students in developing and achieving appropriate behaviour, socialization, personal, life, problem solving and peer interaction skills.
- Initiates and/or assists with planning, development, implementation and monitoring of behaviour management programs including record keeping and follow-up of student progress.
- Reports to the Administrative Officer of the school assigned and/or his/her designate on student progress and participates in team meetings on student progress.
- Initiates and/or assists in the development and implementation of student plans, including long term and short goals.
- Provides observations on all aspects of the student's progress at the school, particularly behavioral/emotional aspects; compiles information regarding behaviour and recording individual progress, e.g. journals, observation sheets, as required.
- Initiates and/or assists with planning, organizing, participating and supervising the recreational, social, and educational activities.
- Liaises with parents/guardians, teachers, Ministry of Social Services staff, health care professionals and other agencies on the progress of the student.
- Participates in regular counselling sessions in a supportive role.

Duties and Responsibilities cont'd:

- Performs all duties with a level of interpersonal skills appropriate to the position.
- Uses judgement in applying clearly prescribed procedures as defined by the supervisor.
- Performs other child care worker or emergent duties which are within the scope of knowledge, skills and abilities required by this position.
- Performs other related duties.

Required Qualifications and Experience:

- Graduation from a recognized university with a degree in behavioural sciences or a certificate or diploma from a recognized college.
- Basic knowledge of computer functions.
- A valid B.C. Driver's Licence.
- Must have experience to meet the varying academic, social, emotional and behavioural needs of students.
- Ability to maintain good working relationship with school staff, students, general public and government bodies.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.
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