



## EXTERNAL JOB POSTING

**Job Title:** Middle School Worker

**Program:** WAN2B Program

**Posting Date:** August 3<sup>rd</sup>, 2018

**Status:** Part-Time; Temporary; Union

**Reports To:** Supervisor, After School Programs

**Job Posting #:** 1001

**Effective Date:** ASAP

**Closing Date:** August 17<sup>th</sup>, 2018 @4PM

**PURPOSE:** To provide flexible and engaging after-school programming for children in Grades 6, 7 and 8 at two Hamilton School locations. This afterschool program focuses on Academic up-skilling, mentoring and goal setting to promote high school completion and advance post-secondary access.

**STATUS:** Temporary, part time, September 3, 2018 to March 31, 2019

### DUTIES:

1. Working with the program Lead to ensure a successful program is developed with engagement of students, their parents, the school and the community.
2. Welcome, support and engage with student participants, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents, etc.
3. Ensure program compliance with all organization and school board requirements.
4. Ensure a high level of community participation and service delivery including promotion of the program in the community. This will include establishing and maintaining a good rapport with the school, partners, parents and participants.
5. Demonstrate and be a role model for awareness and knowledge of emergent curriculum and developmental needs of the students in the programs, liaising with school staff, other afterschool and teen drop in programs staff regularly.
6. Attend trips and outings both with Students and their parents in the community to engage alternative learning styles, enhance interest while offering exposure to new opportunities.
7. Provide quality programming and supervision of all youth in the care of WAN2B Programs at all times.
8. Goal Setting with Students, ensuring the completion of surveys, etc related to program outcomes.
9. Follow the policy and procedures of the program and Wesley.
10. Be responsible for submission of time sheets, reports etc. as required.
11. Complete checklists on a regular basis to ensure program needs are being met and in compliance with program mandate.

12. Identify and communicate through appropriate channels any trends, activities, concerns, stories, changes and incidents in program.
13. Ensure open communication with parents/caregivers and other participants.
14. Provide reports and make presentations as required.
15. Gather statistics, stories, and data on programs on weekly, monthly and yearly basis.
16. Abide by the health and safety policies of Wesley
17. Other duties as assigned.
18. Provide coverage (relief shifts) in other Children and Family Services if required.

**Minimum Qualifications:**

1. Child and Youth Worker Diploma with a Minimum 2 years' experience in working with school aged children/youth or equivalent.
2. Previous experience with program development demonstrating ability to work front line in the program while offering ongoing evaluation, continuous improvement and development.
3. Documentation to support ongoing professional development.
4. Thorough knowledge of applicable legislation
5. Good written and oral communications skills.
6. Experience and sensitivity working with all families including those in an urban core setting, culturally diverse, GLBTQ, young parents, etc.
7. Bilingual (French/English) and fluency in other languages an asset.
8. Current 1st aid/CPR, Safe Food Handling Certificate, N.V.C.I. training and Quest 1(High Five) is required.
9. Flexibility and readiness to adapt to change.
10. Valid Driver's license and use of a reliable vehicle is an asset.
11. Advanced computer skills with Microsoft Office software applications, ipads and tablets is required.

**Interested applicants please send resumes including cover letter and salary expectations to:**  
[hr@wesley.ca](mailto:hr@wesley.ca)

Wesley is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please.

More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).