



PO Box 157
Toronto PO C, ON
M6J 3M9

t 416.533.9372
f 416.533.7867
www.theredwood.com

Canada Summer Jobs, Child Care Worker Assistant Job Description

December 17, 2024

The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 35-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

Job Summary

The Child Care Worker Assistant will be working under the direct supervision of the Associate Manager, Child and Youth and Food Services and the Resident Services Caseworker, Child and Youth. The role will support in the delivery of The Redwood's Child and Youth program available to the residents under the age of majority residing in the shelter.

Main Responsibilities

- Assist the Child and Youth services team with planning, coordinating and executing Summer Fun outings.
- Participate in various research for children and youth to take part in activities such as sports, academics, arts and crafts, etc. and help organize such activities.
- Assist in planning, coordinating and executing workshops and training for children and youth and/or their parent or guardian.
- Prepare workshop informational templates and invitations.
- Communicating, setting an example, and working closely with program participants to educate, support and bring forth the program to its full capacity.
- Participating in the Crisis Prevention and Intervention training as a part of onboarding.
- Providing support as needed to other Redwood staff members and participants when necessary and appropriate.
- Help manage transitions between different activities or routines (e.g., moving from indoor to outdoor activities, or getting ready for snack time)
- Encourage positive group interactions and assist children in working together during group activities.
- Keep records of children's activity progress, noting any challenges or achievements. This can include writing brief daily reports.

General

- Adhere to all policies, procedures, guidelines, routines, and requirements of The Redwood.
- Abide by The Redwood's Code of Conduct/HR Policies.
- Punctually attend meetings and supervision. Fully participates in team discussions, information sharing and ideas.
- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning and change.
- Maintain confidentiality of all The Redwood organizational information.
- Demonstrate excellent judgement and an ability to work independently.
- May be assigned other responsibilities, within reason, as determined by the manager.

Working Conditions

- Work in a shared office environment, and particularly, outside in a school or cycling track field/path.
- Occasional weekends and evenings may be needed.
- Interact with residents, family members, staff, visitors, and government agencies regularly.

The Successful Candidate Will Possess the Following Qualifications

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check.
- Standard First Aid/ CPR certification an asset.
- Proof full Covid-19 Vaccination or proof of medical exemption.
- Ability to safely ride a bike (bicycle and helmet provided if needed).
- Ability to work from an Anti-Oppression Anti-Racism framework.
- Excellent interpersonal and communication skills an asset.

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, 2SLGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodations during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodations required.

Please note that as a congregate living setting, The Redwood requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status or proof of medical exemption will be required to be considered for the position.