



**NOTICE OF TEMPORARY POSITION AVAILABILITY
INTERNAL/EXTERNAL POSTING**

YPOP Assistant

POSITION AVAILABLE: Young Parent Outreach Program Assistant

PROGRAM NAME: The Cridge Young Parent Outreach Program

WORKSITE ADDRESS: 1307 Hillside Avenue

HOURS PER WEEK: 8

SHIFT SCHEDULE: TBA

HOURLY WAGE: Grid level 7 (\$20.25)

POSITION START DATE: Week of May 10, 2021

POSTION END DATE: Week of March 21, 2022

NATURE OF POSITION:

The purpose of The Cridge Young Parent Outreach Program (YPOP) is to support young parents to create and maintain a safe, stable environment for themselves and their children. The objective of the YPOP Assistant is to assist the Young Parent Outreach Worker in providing this support including:

- Ensuring compliance with basic hygiene and COVID protocols in both program space and vehicle.
- Assist with Food Share and the YPOP Free Store
- Assist with Music Group and other activities
- Provide child minding as needed for parents needing one-to-one time with the Young Parent Outreach Worker.
- Assist with sourcing posts, articles, etc., for the YPOP website
- Assist with phone check-ins

The YPOP Assistant works in collaboration with The Young Parent Outreach Worker and is responsible to the Manager of The Cridge Transition House for Women and Outreach Services. This is a temporary, part-time, position lasting 46 weeks.

QUALIFICATIONS REQUIRED:

A. Experience and Education

High school diploma and one year experience working with children.

B. Skills and Abilities

Ability to function effectively within the Constitution and Bylaws of the Cridge Centre for the Family.

Ability to develop quick rapport with and understanding of client population.

Understanding of normative childhood development and positive parenting.

Ability to be flexible and willing to perform a wide variety of tasks.

Ability to initiate and perform duties independently.

C. Certification/Licensing

Criminal Record Check clearance.

Valid BC Driver's License and clear driver's abstract

D. Personal Suitability

Approachable.

Able to maintain calm and focused in critical and stressful situations.

Able to maintain healthy personal and professional boundaries not barriers.

Willingness for ongoing personal growth and professional development.

Have a moderate level of physical fitness (lifting donations, cleaning vehicle, stairs).

PLEASE SEND APPLICATIONS TO THE ATTENTION OF:

Marlene Goley

mgoley@cridge.org

CLOSING DATE:

Friday April 30 at 4:00pm

THIS POSITION IS OPEN TO MALE AND FEMALE APPLICANTS.

THIS POSITION REQUIRES UNION MEMBERSHIP.

Posted Thursday, April 15, 2021