



NOTICE OF TEMPORARY POSITION AVAILABILITY INTERNAL POSTING

POSITION AVAILABLE: Cridge Respite Resource Service Referral Worker

PROGRAM NAME: The Cridge Respite Resource Service

WORKSITE ADDRESS: #6 – 1190 Kings Road, Victoria, BC

PERSONAL AUTO USE IS: Required

HOURS PER WEEK: 15 hours per week

SHIFT SCHEDULE: TBD

HOURLY WAGE: Grid level 11

POSITION START DATE: April 15, 2019

POSITION END DATE: April 10, 2020

NATURE OF POSITION:

Reporting to the Manager of The Cridge Supportive Housing & Family Services, the Cridge Respite Resource Service Referral Worker is responsible for:

- Recruitment and retention of respite caregivers, including but not limited to: creating promotional materials, making public presentations, posting on job sites, attending job fairs, conducting interviews, and checking references
- Securing training opportunities for respite caregivers
- Inputting, updating and maintaining the respite data-base
- Providing information, resources and support for families accessing the Cridge Respite Resource Service.

EXPERIENCE REQUIRED:

Minimum of 2 years of related experience, including work in the field of licensed childcare as well as respite work (work with children with diverse abilities), office experience, and program administration. Experience with public speaking.

QUALIFICATIONS REQUIRED:

Early Childhood Certificate and License (Special Needs Diploma would be an asset) or an undergraduate degree in child & youth care, health, education or a related field. Education equivalent to an undergraduate degree may be considered. Computer literate. Knowledge of database concepts.

CERTIFICATION/LICENSING:

- Criminal Record Check clearance

**REQUEST COMPLETE JOB DESCRIPTION AND SUBMIT APPLICATIONS
TO THE ATTENTION OF:**

Candace Stretch

Fax: 250-384-5267

Email: cstretch@cridge.org

CLOSING DATE: April 9, 2019 at 4pm

POSTING DATE: March 28, 2019

***THIS POSITION IS OPEN TO MALE AND FEMALE APPLICANTS EXCEPT
WHERE BONA FIDE OCCUPATIONAL REQUIREMENTS PREVENT IT.
THIS POSITION REQUIRES UNION MEMBERSHIP.***