



**Position Title:** Volunteer - Saturday Child Access Program (CAP) Assistant

**Purpose:** To assist in the facilitation of access visits between children and families who participate in the Saturday Child Access Program.

**Location:**

*Main Office – 2206 Eglinton Ave. East, Scarborough, ON, M1L 4S7*

*The Gatehouse - 3101 Lakeshore Blvd West, Etobicoke M8V 3W8*

*Etobicoke Children's Centre - 65 Hartsdale Dr, Etobicoke M9R 2S8*

**Hours:** Saturdays Visits are scheduled between 10:00 a.m. - 3:30 p.m.

**Supervised By:** Saturday CAP Coordinator

**Position Summary:**

Volunteer needs to commit to this program for a **minimum of 6-12 months**, with a preference for ongoing commitment beyond that. Volunteer assists in facilitating supervised access with caregivers, children and youth involved with the society. Volunteer monitors and intervenes in the access visit where necessary or as indicated by the child protection worker. Many of our children and youth experience a range of systematic, social, familial, interpersonal, individual challenges and barriers to their development. Access visits allow for caregivers, children and youth to have a safe environment to meet.

**Responsibilities:**

**Program:**

- Greet parents and children when they arrive at access site for their visit
- Monitor visits of children and families at access site, within the guidelines outlined by the Coordinator, including the level of monitoring
- Provide role modeling and support to parents and children
- Assist parents to engage in age-appropriate activities with children, as needed
- Monitor and support children whose visits are cancelled, delayed or terminated
- Prepare and distribute snacks if needed and assist with clean up
- Complete a written observation report for each visit monitored
- Report any difficulties to Coordinator
- Any additional specific duties outlined in the Volunteer Service Agreement

**Safety:**

- Ensure child/youth is always in a safe and respectful environment.
- Report any incidents to the Child Protection Social Worker or Volunteer Coordinator.
- Maintain confidentiality of our children and families we serve.

**Administrative:**

- Complete activity log/mileage reimbursement forms and submit to the Volunteer Coordinator.

**Challenges of the position:**

- Program takes place outside of business hours, therefore, there is limited on site staff support.

**Boundaries of the position:**

- Volunteer should not provide monetary funds to the child/ren or the family.

**Supervision:**

- Volunteer will be supervised by the Saturday Access Program Coordinator.

**Evaluation:**

- An evaluation will be completed at the end of the assignment.

**Special Resources or Policies:**

- Volunteer is expected to sign a Volunteer Assignment Contract.

**Success Measures:**

- Volunteer can expect to observe interactions between children and caregivers.
- Volunteer can expect to increase their understanding of child development.
- Volunteer can expect to increase their knowledge and understanding of issues facing service users.
- Volunteer can expect to learn about case noting practices.
- Volunteer can expect to gain assessment skills.

**Risk Assessment:** Moderate**Other:**

- Attend periodic training and development, meetings and periodic supervision.
- Communicate with Saturday CAP Coordinator and Volunteer Coordinator and problem solve constructively.
- Have integrity and a positive attitude.
- Be flexible and reliable.

**Assets:**

- Knowledge of child welfare and impact of abuse/trauma preferred.
- Understanding of child development preferred.
- Knowledge and understanding of systemic issues around poverty, discrimination, power and privilege preferred.

**Qualifications:**

- Excellent communication skills and organizational skills are essential.
- Must have the ability to work co-operatively with all diversities, to organize, be empathetic and to have a good knowledge of the area and its community resources
- Must have the ability to work independently and as a team member

- A desire to work with children
- A current vulnerable sector check (for 18+)

**Screening Process:**

- Volunteer Orientation/Information Session
- Complete Application Form
- Initial face to face interview with the Coordinator of Volunteer Services
- Provide 3 references
- A vulnerable sector police check
- Child welfare checks in Toronto area and every region you've resided since you were 18 years old
- Sign off on Confidentiality, Conflict of Interest, CPIN Acknowledgement and Consent form and Rights to Access of Information forms
- AODA (Accessibility for Ontarians with a Disability Act) Training