



Organization Overview

Social Enterprise for Canada (SEC) is a charitable organization started in 1989 that seeks, secures and delivers a range of public services dedicated to creating communities that exemplify Canadian values. SEC is an early adaptor public benefit organization. As such Social Enterprise Canada Corp is a companion business company that delivers high value business and client services. SECC's portfolio includes data applications, virtual, service and multilingual communication solutions.

Our public service signature expertise includes service development and delivery for immigrants, newcomers, early learning and development, Family justice service, Career and Labour market integration. We are looking for brand ambassadors to join our pursuit of excellence in delivery, bringing the best value through high customer focus and satisfaction, high impact and operational efficiency.

The Opportunity

As **Site Observer** for the Peel Region Supervised Access Programs you will provide a safe, child focused, neutral environment for parents, or other family members, to visit with their children. In addition we provide a safe drop-off or exchange point where children may be transferred between a custodial parent and another relative, or the access parent. Your contributions as a Site Observer ensures the delivery of an effective service that is keeping with the standards and operating guidelines of the Ministry of the Attorney General's office; meeting all legal, ethical and non-conflict regulations and guidelines. You will demonstrate leadership in the promotion of the organizations values, principals and objectives while ensuring the environment provides a safe and positive experience for the children and families.

Key Job Responsibilities

- Support and direct adults and children who are in high conflict relationships
- Comply and adhere to all required program requirements
- Exercise assertiveness, remaining respectful and professional at all times
- Excellent verbal and written communication skills in English
- Proven multitasker to carry our family observation, active listening, and documentation
- Practiced at factual documentation writing for client and court records
- Have experience with family dynamics and the ability to be culturally-sensitive

- Highly organized, self-motivated, self-directed
- Maintain and adhere to standards of confidentiality, non-harassment and other Policies
- Advanced computer skills
- Strong administrative skills

Candidate Profile

- Post-secondary diploma or degree in human service or related field and /or equivalent experience
- Must have exceptional communication (oral and written) with ability to resolve conflict
- Intermediate knowledge of MS Office
- Advanced computer skills
- Strong administrative skills
- **Certifications:** First Aid-CPR and CPI
- Valid driver's license and/or access to reliable transportation
- Satisfactory Vulnerable Sector Screen
- Ability to speak multiple languages is considered an asset
- Available and committed to attend required training and/or meetings at various affiliated sites

Compensation: Starting rate of \$16.50 per hour

Other

- Commitment to part-time role with scheduled hours rotating as needed to support program. Friday 5:30pm-8:30pm, Sunday 9:30am-3:30pm / minimum shift availability of 2 full weekends a month required (maximum of 8 hours a week)
- Contract position (renewable dependent on continued funding and satisfactory performance)
- Programs run 34-48 weekends a year. The service is closed on all weekends with statutory holidays.
- At community sites in Peel Region. Travel is required between sites as needed.
- Physically able to complete packing, lifting, walking and other physical demands required to set up physical space and to assist child
- Lengthy sitting
- Writing for lengthy durations
- Focused observation of families

Deadline to apply: March 6, 2020

Interested candidates are asked to send their resume to human.resources@socialenterprise.ca quoting file # SAP12020 in the subject line. We thank all candidates for their interest; however only those selected for an interview will be contacted.

Social Enterprise for Canada is committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be please to work with you to identify how we can best support you through the process.