



## Discovery House Family Violence Prevention Society

POSITION TITLE:	Child Development Worker
REPORTS TO:	Child and Youth Team Lead
POSITION TYPE:	Temporary Full Time until mid-April 2027
FLEXIBLE WORK:	Not Eligible
LOCATION:	Calgary, Alberta
	The salary range for this position starts at \$46753.00
STARTING SALARY:	This position is ineligible for the salary top up provided by Alberta Child Care Grant Funding Program; Actual salary will be determined based on the candidate's relevant years of experience and educational qualifications
JOB CLOSING DATE:	Until a suitable candidate is found

### WHAT WE DO

Discovery House Family Violence Prevention Society provides a continuum of care and integrated wrap-around services to women and their children fleeing domestic violence. We facilitate transitional housing and offer longer-term, safe places for women and children to call home while they begin to rebuild their lives. Discovery House is about hope and healing using anti-oppressive and trauma-informed practices.

### WHAT OUR EMPLOYEES LOVE

- A supportive and welcoming team environment where your contributions make a meaningful impact.
- A dog friendly workplace.
- We observe all Statutory Holidays (including the optional ones), and employees may substitute religious holidays for celebrations that are relevant to their cultural identity.
- Committees including Health & Safety, Equity, Diversity & Inclusion, Indigenous.
- A 2SLGBTQ+ welcoming environment.
- Potlucks, celebrations, work-life balance, and plenty of fun.
- Being a part of a reputable not-for-profit organization (7-time winner of Top 100 Rated Charities in Canada!)

We are building towards an inclusive and equitable workplace that reflects the diversity of the communities we live in, creating the opportunity for every employee to reach their potential. We welcome applications from people in all underrepresented groups, believing we are at our best when everyone has a seat at the table. If you have some but not all the qualifications for the position, but are willing to learn, we invite you to apply. Accommodations are available upon request throughout every stage of our recruitment process.

Join our team and be part of a transformative organization committed to ending domestic violence. As advocates of **Empowerment**, we believe in unlocking the potential in every individual, fostering resilience, and empowering positive change. Our **Tenacious** spirit drives us to get things done and make a lasting impact, while our commitment to **Inclusion** ensures that everyone belongs and is welcomed in our community. Embracing **Curiosity**, we continually learn, innovate, and adapt to break the cycle of domestic violence. Through **Collaboration**, we build strong connections

and work collectively to create a safer, more equitable world for all. If you're passionate about making a difference, join us in our mission to empower, thrive, and create positive change together.

## WHAT YOU'LL DO

The Child Development Worker strives to meet the social, physical, intellectual, creative, cultural, emotional, and developmental well-being of children who have been exposed to domestic violence. Using trauma-informed care and anti-oppressive practice, the Child Development Worker encourages play-based learning rooted in the child's interests and learning needs. This position will also assist in the planning, organizing, coordination, scheduling and facilitation of activities, groups and events for the children, youth, and families of Discovery House.

### Operations and Management:

- Responsible for the implementation and coordination of all activities and day-to-day operations of the Child Development Center
- Coordinates bookings with the caregiver and Discovery House Case Managers/Support Specialists to maximize operations of the Child Development Centre.
- Completes intakes and orientations to the Child Development Centre with families
- Plans, organizes, and facilitates play-based learning including recreational, cultural, STEM, and social-emotional activities for children
- Ensures daily clean-up and thorough weekly clean-up following protocols meeting Alberta Health Services (AHS) standards

### Child Development

- Ensures proper supervision of children while under the care of staff
- Provides a safe and supportive environment for children to integrate developmental milestones and practice social and emotional skills
- Administers, coordinates and documents developmental assessments
- Engages children in interventions which support their emotional, physical, social and cognitive development
- Works one to one with the caregiver on parenting skills and tools
- Develops activities and groups for children in collaboration with their supervisor
- Collaborates with Child and Youth Support Specialists to support individual and group work with children and youth.

### Compliance and Documentation:

- Ensures that all relevant legislation, regulations, and best practices are adhered to
- Maintains accurate documentation of daily activities of the Child Development Centre
- Documents minor and critical incidents

### Team and Communication:

- Fosters a team-oriented, supportive, and accountable work environment
- Attends individual supervision, team meetings, staff meetings and trainings as required
- Other duties as assigned

This role primarily operates during morning and afternoon hours. However, occasional evening or weekend work may be required to support programs and events. We value flexibility and collaboration to ensure our services meet community needs.

## WHAT YOU'LL BRING

- Diploma in Early Childhood Education, Child and Youth Care, or related field and two years of experience working directly with children; an equivalent combination of education and experience may be considered
- Current CPR and First Aid certification required
- Understanding of children's developmental stages
- Knowledge of community resources for children, youth, and families
- Understanding of how children are affected by domestic violence
- Knowledge of Housing First model and women's shelters in the non-profit sector
- Demonstrated ability to engage with children and manage behaviors in an age-appropriate, strength-based manner
- Exceptional planning and organizational skills
- Proven ability to multi-task, negotiate, and prioritize
- Effective Communication and Collaboration: Strong interpersonal, written, and oral communication skills, with the ability to work independently and collaboratively within a team environment.
- Technical Proficiency: Proficient in using computer programs, including Microsoft Word and Excel.

The successful candidate will be required to complete a Criminal Record and Vulnerable Sector Check and an Intervention Record Check.

## IF YOU THINK YOU'RE THE RIGHT FIT

**Please send your resume and cover letter to [careers@discoveryhouse.ca](mailto:careers@discoveryhouse.ca) stating the job title in the subject line.** We thank all applicants; however, only those selected for an interview will be contacted.

In the spirit of reconciliation, we acknowledge that we live, work, and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Iyârhe Nakoda Nations (Bearsaw, Chiniki, Goodstoney), the Métis Nation of Alberta, District 5 & 6, and all people who make their homes in the Treaty 7 region of Southern Alberta. *cursus magna a nascetur, platea congue nostra libero justo. Maecenas vivamus semper vehicula scelerisque aptent suscipit laoreet tellus class, ultricies interdum metus eros varius mattis molestie imperdiet diam nullam.*