



**CHILDRENS PROGRAM CASE WORKER  
YWCA HOPEFUL HEARTS HOME**

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

**DIVERSITY, EQUITY, & INCLUSION STATEMENT:**

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Canada

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Mirna Funes-Klaassen at [mfklaassen@ywcaskatoon.com](mailto:mfklaassen@ywcaskatoon.com)

## POSITION SUMMARY:

The Children's Program Coordinator will work with moms and children residing at Hopeful Hearts home focusing on preventative education and support for children who have experienced or witnessed interpersonal violence. This role involves comprehensive assessment, advocacy, individualized support and treatment plans, designing, implementing, facilitation of groups and providing weekly childcare. The ideal candidate will have a deep understanding of trauma-informed care, early childhood education therapies and parenting education.

## POSITION REPORTING:

Reports to Transitional Housing Manager

## WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25<sup>th</sup> and a discounted rate on eligible program

## HOURS OF WORK:

This is a full-time position working Tuesday- Saturday from 12-8pm

## MAJOR RESPONSIBILITIES:

### **Program Coordination and Support:**

- Develop and deliver play-based, therapeutic, and skill-building programs for children ages 0–17 using trauma-informed and person-centered approaches.
- Create and maintain a welcoming, inclusive, and safe environment, ensuring children's spaces are clean, organized, and comfortable.
- Facilitate violence prevention programming through both group and individual sessions.
- Plan and implement child-focused events, including holiday celebrations and birthday activities.
- Provide weekly childcare services to offer respite and Program while mothers participate in programming.
- Deliver parenting education, individual support, and group sessions to strengthen parenting skills through play, role modeling, and attachment-building strategies.
- Support and coach mothers in developing practical life skills using a hands-on, strengths-based approach.
- Recruit, train, and supervise childcare volunteers and ECE practicum students

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We pay our respect to the First Peoples of this land and affirm our commitment to authentic, meaningful and action-led truth and reconciliation.

### **Case Management:**

- Provide referrals, advocacy, and ongoing support to ensure children and mothers can access mental health services, educational supports, and other appropriate community resources.
- Assess children's individual needs through observation, engagement, and collaboration with mothers, and develop responsive, goal-oriented service plans.
- Build and maintain partnerships with community agencies, including the Ministry of Social Services, schools, Jordan's Principle, and other Child and Youth Services to enhance available supports.
- Maintain accurate and professional documentation, including case notes, reports, and verbal communications.
- Demonstrate knowledge of and commitment to Indigenous advocacy, with an understanding of colonial impacts and the Truth and Reconciliation Commission (TRC) Calls to Action.

### **Team Collaboration**

- Collaborate closely with case workers to ensure consistent, high-quality service delivery.
- Provide transportation support in accordance with organizational transportation policies.
- Track and maintain program statistics, outcomes, and reports as required by funders.
- Perform other related duties as assigned.

### **EDUCATION/ EXPERIENCE:**

- Bachelor of Social Work required; an equivalent combination of education and relevant experience may be considered.
- Minimum of two (2) years of related experience supporting children and working with survivors of violence and trauma. Experience within a housing or community-based support program is considered a strong asset.
- Demonstrated experience conducting children's needs assessments, developing individualized service or treatment plans, and managing an active caseload.
- Experience designing, developing, and facilitating children's group programming, along with providing direct childcare support.
- Proven ability to work with diverse populations and deliver culturally responsive, inclusive services.

### **KNOWLEDGE/SKILLS**

- Strong understanding of trauma-informed care and its impact on child development, including knowledge of early childhood interventions and supportive parenting strategies adaptable to diverse and changing needs.

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- Crisis intervention skills, including experience with safety planning and the ability to effectively manage unpredictable or challenging behaviors, including potential verbal or physical aggression.
- Excellent interpersonal, communication, and advocacy skills.
- Demonstrated ability to maintain professional boundaries while providing compassionate, non-judgmental emotional support.
- Strong organizational and time-management skills, with attention to detail and the ability to work both independently and collaboratively within a team environment.
- Commitment to maintaining confidentiality and adhering to privacy standards and organizational policies.
- An understanding of, and commitment to, the values, mission and vision of YWCA Saskatoon
- Criminal record clearance and vulnerable sector checks
- requires the use of a reliable vehicle and valid driver's license with passenger liability insurance over \$2,000,000.

**WAGE:** \$24.74 per hour (Step 1 – Outreach Worker classification wage grid)

**CONTACT INFORMATION:**

This is a **term full-time position beginning April 1, 2026 to April 1, 2028**. Applications in the form of a resume and cover letter will be accepted until **March 10, 2026 by 4pm** and should be forwarded to:

Mirna Funes-Klaassen

[mfklaassen@ywcaskatoon.com](mailto:mfklaassen@ywcaskatoon.com)

fax: 306-244-3078

YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.

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