



Job Title: Child Care Support Worker

Hourly Wage: \$24.50

Reports to: Sr Manager Shelter Operations and Programs.

Location: Jessie's House, Morinville

Hours: 30 hours a week. Including Days, Evenings and Weekends

Compensation: \$24.50 per hour. Vacation, Wellness, Full Benefits and Workplace Savings Program

Summary

The Child Care Support Worker at Jessica Martel Memorial Foundation plays a vital role in providing quality, trauma-informed care for children and youth up to age 17 accessing both residential and outreach shelter services.

Working collaboratively with the childcare team, co-workers, agencies, and service groups, this position delivers evidence-informed programming and supports client self-determination through client-centered, anti-oppressive, harm reduction, and decolonial approaches.

The Child Care Support Worker ensures that all services are safe, inclusive, and responsive to client needs.

Key Responsibilities

Child and Youth Programming & Client Support

- Deliver high-quality childcare and age-appropriate activities for children and youth (up to age 17) in the shelter's care.
- Collaborate with the Family Support Worker /Shelter Manager to design and deliver programming, contributing to the wellbeing, safety, and development of all children.
- Understanding and compliance with service delivery outcome models as outlined by JMMF, funders and licensing.
- Maintain accurate records for all children accessing childcare services, ensuring compliance with shelter protocols and reporting standards.

- Monitor and report any child protection concerns to the Shelter Manager
- Identify supply needs and communicate requests to the Shelter Manager.

- Promote sanitary and safe conditions in all childcare areas, as per shelter regulations and protocols.

Collaboration & Teamwork

- Foster positive, professional relationships with shelter clients, staff, and external partners.
- Work with co-workers, agencies, and service groups using a collaborative, trauma-informed approach.
- Attend staff meetings, training workshops, and contribute to team learning.
- Identify professional development needs and communicate with leadership.

Facility & General Support

- Uphold safety, security, and confidentiality standards throughout the shelter.
- Support implementation of other shelter programs as needed.
- Assist with meal preparation, general house cleaning, and laundry to maintain a welcoming environment.
- Adhere to agency policies, including harm reduction, anti-oppression, decolonization, and trauma-informed care principles.
- **Perform other duties as requested by the Shelter Manager**

Working Conditions & Physical Requirements

- Work in a dynamic, busy environment with frequent interruptions.
- Physical tasks include moving furniture, bending, reaching, lifting objects and children, and navigating stairs.
- Handle unpleasant situations such as changing diapers and cleaning bodily fluids.

Qualifications

- Child Care Certificate Level 1
- Grade 12 High School Diploma or equivalent experience
- Experience working with and caring for children of all ages
- Ability to respond appropriately to emergencies
- Excellent verbal, written, and interpersonal communication skills
- Ability to work collaboratively within a team and adapt to a fast-paced environment

- Understanding of trauma-informed care and principles
 - Criminal record check and Children’s Services Intervention Check
 - CPR/First Aid Certificate
-

Core Competencies:

- Commitment to safety and confidentiality
- Reliability and strong teamwork skills
- Professionalism in all interactions
- Respect for diversity, equity, and inclusion
- Commitment to trauma-informed, harm reduction, and anti-oppressive care practices

How to Apply

Email your resume to hr@jmmf.ca with the subject line “*Child Support Worker application, First name Last name.*” by **November 14, 2025**

We thank you in advance for your resume submission. Only those identified for a pre-screen interview will be contacted.

Equity, Diversity, Inclusion, and Accessibility

The Jessica Martel Memorial Foundation is an equal opportunity employer committed to employment equity. Applications are encouraged from people with diverse backgrounds and lived experiences, including but not limited to First Nations, Inuit and Métis peoples, Black and other racialized communities, gender-diverse people, people with disabilities, 2SLGBTQ+ communities, and newcomers to Canada.

Accommodation is available upon request throughout the recruitment and selection process.