



JOB DESCRIPTION

POSITION:	Danielle's Place Student
Accepts Students:	Fall placements (Sept. start) Winter placements (Jan. start) Summer placements (May start)

SPECIFIC POSITION RESPONSIBILITIES

- Plan and implement one or more Danielle's Place's programs including Dove Confident Me and Free Being Me. This includes utilizing ROCK's client database to ensure referrals are complete, calling clients to arrange registration for groups, planning weekly lessons based on the group manual(s), facilitating groups, keeping weekly case notes for each client and completing a final report/summary for each client.
- Lead a team of 3 or 4 volunteer facilitators for at least one of our offered group programs. This includes coordinating meeting(s) prior to the start of the group to discuss individual roles, program content and program development. Create facilitator bios to send to families. Create weekly group lesson plans to send to facilitators a week in advance of each session.
- Daily monitoring and posting of relevant information on Danielle's Place social media accounts e.g. Instagram/Twitter.
- Create monthly newsletters for Danielle's Place on Canva; to send out to families, clients, community partners and volunteers.
- Attend and participate in the monthly Danielle's Place Community and Youth Action Committee meetings
- Attend high school wellness fairs, pathways presentations and community events in Halton to increase community awareness of both Danielle's Place and ROCK services.
- Participate in weekly supervisions with Program Coordinator to ensure learning goals are being met.
- Review volunteer applications and complete reference checks for potential volunteers.
- Maintain up to date client information in paper files and on ROCK's online client database, CaseWORKS
- Opportunity to work collaboratively with Program Coordinator to build upon and/or develop new relevant programming for Danielle's Place as applicable.
- Work collaboratively with university/college placement student if applicable
- Attend relevant orientations and trainings at ROCK
- Attend other community committees when requested to do so by Program Coordinator
- Other duties as may reasonably be assigned

REQUIRED SKILLS/QUALIFICATIONS

- SSW, Addictions and Mental Health and BSW candidates preferred
- Some understanding of Eating Disorders is considered an asset
- Ability to take initiative, work independently and collaboratively, good verbal and written communications skills, and interpersonal skills
- Understanding of social media promotion and engagement on Instagram and Twitter
- Comfortable leading a team and speaking in front of others
- Sound decision making and problem-solving skills
- Ability to establish relationships with clients that demonstrates self awareness and appropriate professional boundaries
- Experience working in the social service setting (volunteer or paid) is an asset
- Computer literate
- Available to work flexible hours according to client/program needs
- Valid Ontario License and access to use of a reliable vehicle