



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Youth Support Worker

**Department:** Native Child Welfare  
**Program:** Native Child Welfare  
**Reports To:** Family Services Supervisor  
**Hours of Work:** 37.5 hours per week

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#### **JOB PURPOSE**

The Youth Support Worker will promote healthy lifestyles for youth and families through development and implementation of prevention and awareness programs for youth between the ages of 13 to 18 years.

#### **KEY DUTIES AND ACCOUNTABILITIES**

##### Youth Programming

- Plan, develop, implement and evaluate educational programs according to the objectives of the youth prevention program
- Collaborate with other programs and services (social, cultural, educational, or recreational)
- Plan and organize all youth fundraising events in order to fund the youth programs
- Establish life skills courses and other youth support programs
- Provides information sessions on various topics to interest to youth
- Recruit leaders, volunteers, and parents for the purpose of coordinating youth activities
- Monitors the care and maintenance of all programming equipment
- Ensures transportation is provided for each program sponsored activity

##### Youth Counselling

- Counsels youth in problem-solving, decision-making and goal setting
- Provides information and makes referrals to appropriate resources, agencies, etc
- Facilitate family meetings to enhance communications between youth and family
- Attend and provide transportation to clients for appointments in relation to the youth criminal system
- Responds appropriately to special issues ie. social, psychiatric, medical, etc.
- Encourage youth to seek appropriate behaviour management care such as anger management
- Referrals to Grief counselling, addictions counselling, etc.
- Attend child family services meetings as a representative of Youth support services

##### Administrative Duties

- Assist in the preparation of annual service plan and youth activities budget
- Maintains accurate up-dated records and statistics of each youth and family services
- Budget and financial reporting for youth activities; submitting cheque requisitions and receipts
- Written communication: compose letters, flyers and proposals, report writing
- Prepare monthly program reports for youth activities, and statistical data consisting of
- Number of program participants, client and all contacts with the youth or other agencies
- Ensure all case files are kept confidential and filed appropriately
- Attends or facilitates case management meetings to ensure needs of youth are met
- Regularly attend and participate in staff meetings

- Participates in regular supervisory sessions and job performance reviews
- Pursues professional development by attending and participating in workshops, training, etc.
- Conform to all job relevant policies and procedures
- Assists with annual program events ie. Christmas and Halloween parties
- Plans and/or assists with program and youth fund-raising activities
- Represent Native Child Welfare in community functions as required
- Ensure all program computer data is secured and backed-up on a weekly basis
- Share in the daily operations and maintenance of the agency
- Knowledge and ability to apply health and safety policies/procedures
- Assists and performs, within capacity, other duties when required

## **REQUIREMENTS**

### **Education and Experience:**

- Post-Secondary diploma in Child and Youth Worker or related field
- Two years' experience working with First Nation youth and/or in a First Nation community
- Knowledge of various Youth resources available on and off reserve

### **Knowledge, Skills & Abilities:**

- Knowledge of the Youth Criminal Justice Act and the Child and Family Act
- Ability to integrate Ojibway culture and traditions in all youth activities
- Thorough knowledge of diversion programs
- Knowledge and understanding of NCW's mandate, philosophy, goals, and objectives
- Computer literacy and basic technical skills for troubleshooting office equipment
- Organizational and time management skills
- Ability to self motivate and work with minimal supervision
- Ability to work flexible hours (evenings and weekends)

### **Designations, Licences & Requirements:**

- Valid Ontario Class G Driver's License
- Recent acceptable Criminal Record and Vulnerable Sector Check
- CPR First Aid or ability to obtain within probationary period

## **PROBLEM SOLVING & COMMUNICATION**

- Ability to establish positive relationships with youth, parents, and other partners
- Must have good written communication skills: compose letters, flyers and proposals, report writing
- Experience in education, training or public speaking with both youth and adult audiences
- Must have effective written and verbal communication skills
- Excellent problem-solving and conflict resolution skills required
- Must be sensitive to diversity inclusion and maintain a professional code of ethics including maintaining confidentiality

## **DECISION MAKING & IMPACT**

- Proven skills in program development, implementation, management and evaluation
- Proven leadership and team-player; positive role modelling

**SAFETY RESPONSIBILITIES**

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

**STAFF REPORTS**

- No direct reports, but may be required to show others how to perform tasks

**WORKING CONDITIONS**

1. Physical Demands – Long periods of sitting, standing, typing and some walking.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel and events. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting.
4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**I hereby acknowledge and agree to comply with the above description necessary to fill the position.**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**