



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title:	Friendship Home Program Facilitator
Department:	Youth & Community Services
Reports To:	Coordinator
Closing Date:	November 19, 2017 @ Noon

SCOPE OF POSITION

This is a pilot role in the delivery of our Friendship Home Program. This position facilitates the implementation of our six (6) bed, coed long term residency for youth under the age of 19. Although this position supports the Youth Care Worker Team and the daily operations, they must be able to carry out all the duties of a Youth Care Worker. This position is full time and works closely with the Licensed Facility Manager. This is an interim position and would interest those seeking a mentoring opportunity to learn more about the operations of Friendship Home.

QUALIFICATIONS

- Diploma in Child Care, Social Work or related field;
- Minimum 2 years' experience in residential child and youth care;
- Experience with vulnerable youth;
- Knowledge of Aboriginal community and culture;
- Proficiency in computer use in a Windows environment;
- Successful completion of criminal record check; and
- Certification in: First Aid, Class 4 Driver's License, Therapeutic Crisis Intervention, Suicide Intervention, Conflict Resolution and Food safe.

DUTIES

The range of duties is varied, but at a minimum will include:

- Facilitate integrated case management for all residents;
- Liaise with MCFD as directed;
- Assist in the development and maintenance of plans of care for all residents;
- Ensure culturally relevant and community integrated services are implemented;
- Coordinate crisis response services when required;
- Review Tracking and reportables and ensure they are consistently documented;
- Establish and maintain a relationship with the youth involved in the activities and events;
- Provide a positive professional role model to support Youth Care Workers & Youth;
- Be available to advise, consult, and support youth, both individually and in groups;
- Appropriately refer youth to support services, available through both the PGNFC and the community;
- Ensure Youth Care Workers & Youth are informed of necessary information and upcoming events through active promotion of activities and events;
- Ensure that policies and practices of Friendship Home are maintained;
- As delegated, assist in the daily operations of Friendship Home;
- Communicate and coordinate with other youth programs locally as required; and

Administration:

- Assist in the Employee Scheduling;
- Property/Asset Management;
- Report writing and data analysis;
- Reviewing Critical Incident documentation and follow-up;
- Purchasing;

Other Duties:

- Be conscious of issues related to child and youth care.
- Be aware of all current and relevant legislation and community services related to child and youth care.
- Attend and actively participate in staff meetings as well as development workshops, professional workshops, and conferences related to the position.
- Take responsibility for personal time and stress management.
- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings, including staff meetings;
- Participate in other PGNFC activities as directed; and

All other duties as necessitated by the Program.

To apply, send a cover letter, resume and three references to:

**Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Fax#: 250- 563-0924
E-mail: employment@pgnfc.com**

Applications will be accepted until Noon on November 19, 2017

No telephone inquiries please.

We thank all applicants; however only those selected for interviews will be contacted.