



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

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<b>Job Title:</b>	Full Time Life Skills Worker (one position available at each facility)
<b>Department:</b>	Tse' Koo Huba Yoh & Friendship Lodge
<b>Reports To:</b>	Coordinator of Facility
<b>Closing Date:</b>	June 1, 2018 at Noon

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## **SUMMARY OF POSITION:**

The Prince George Native Friendship Centre is currently seeking two full time Life Skills Workers, one to work at Tse' Koo Huba Yoh, and one to work at Friendship Lodge.

The Life Skills worker will: work on their own under the guidance of the Program Coordinator, work with all tenants residing at the facility and assist them to develop a profile of the personal skills needed to become self-sufficient, and assist residents to develop secure independent living skills.

## **QUALIFICATIONS:**

- Two years post-secondary in a relevant field, or combination of education and experience
- First Aid, Suicide Intervention and TCI (willing to obtain)
- Valid Class 4 Driver's License (willing to obtain)
- Excellent verbal and written communication skills
- Ability to work with individuals who are disadvantaged and from diverse backgrounds
- Knowledge of Aboriginal Culture
- Clear criminal record

## **DUTIES:**

(Include the following, however, other duties may be assigned as required)

- Work in accordance with the mission and philosophy of the Prince George Native Friendship Centre;
- Ensure safety of residents and the premises;
- Participate in Case Management to assist residents in developing the personal skills needed to secure independent living;
- Provide support and guidance to individuals residing at the facility who are dealing with: domestic violence, lateral violence, alcohol and drug abuse, mental illness, brain injuries, etc. ;
- Gain knowledge and understanding of resident needs through individual case management and collaboration with the team;
- Develop good working relationships with the public, service agencies and professionals involved in the support of their residents i.e. Mental Health, A&D Counsellor; Trauma Counsellor, etc. ;
- Assist residents to identify the life skills needed to become independent;
- Provide one-on-one and group workshops and presentations;
- Promote and support opportunities for community partnerships to ensure integrated support and an appropriate continuity of services;
- Provide information on community services to assist residents with life skills and employment;
- Assist residents to identify employment skills needed for financial independence;
- Promote and support opportunities for community partnerships to ensure integrated support and an appropriate continuity of services;

*"Power of Friendship"*

- Assist residents to access all other resources to improve basic life and employment skills, including all PGNFC programs and community resources;
- Work in accordance with the mission and philosophy of the PGNFC;
- Develop and implement an action plan with the resident and other support services to ensure delivery of medical care, counselling, training, basic needs, longer-term housing, as well as address any other issues that may render them at risk of homelessness;
- Support residents to improve daily living skills such as hygiene, meal planning and preparation, housekeeping, finding employment, maintaining appointments, budgeting, and obtaining longer-term housing;
- Advocate for residents to service providers, landlords, and to the broader community;
- Motivate and facilitate participation in programs;
- Encourage residents to interact with a variety of external service groups;
- Identify service gaps to the Program Coordinator;
- Participate as a team member with other staff to ensure a clean, safe, and caring environment;
- Interview potential residents by gathering information and determining suitability;
- Ensure safety of residents and the premises by investigating disturbances, dealing with emergencies, and reporting safety issues;
- Diffuse volatile situations through methods such as non-violent crisis intervention techniques;
- Ensure the safety of individuals with suicidal ideation by using methods such as ASIST, Applied Suicide Intervention Skills Training;
- Document interactions with residents, maintain statistical data, complete individual files, charts and forms accurately;
- Orientate new tenants by reviewing tenancy agreement, standards, and giving tours of facilities.

#### **REPORTING:**

- Develop Personal Development plans with residents based upon their individual needs;
- Document interactions with residents, maintain statistical data, complete individual files for reporting;
- Track and report all resident progress, referrals and follow-ups; and,
- Report immediate concerns to the Coordinator

#### **OTHER DUTIES:**

- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings, including staff meetings upon invitation;
- Participate in other PGNFC activities as appropriate;
- Janitorial and light maintenance duties as required;
- Other duties, as required

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**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](mailto:employment@pgnfc.com)**

Applications will be accepted until **June 1, 2018 at Noon**

No telephone inquiries please.

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