



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

---

<b>Job Title:</b>	Life Skills Worker
<b>Department:</b>	Adult Residential Services
<b>Reports To:</b>	Coordinator
<b>Closing Date:</b>	November 15, 2017 @ Noon

---

## SCOPE OF POSITION

The Prince George Native Friendship Centre is seeking a full-time Life Skills worker to work with the tenants residing at Tse' Koo Huba Yoh. The Life Skills worker, working under the direction of the Tse' Koo Huba Yoh Coordinator, will assist residents 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 Therapeutic Crisis Intervention (willing to obtain)
- Valid Class 4 Driver's License (be willing to/qualified to obtain)
- Ability to work with individuals who are disadvantaged and from diverse backgrounds
- Knowledge of the Aboriginal culture and its diversity
- Ability to work in 24-Hour resource, and available for day, afternoon, and night shifts
- Clear criminal record

## DUTIES

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

- Interview potential residents by gathering information and determining suitability
- Provide orientation to new tenants by reviewing tenancy agreement, Tse'Koo Huba Yoh standards, and giving tours of Tse'Koo services and facilities.
- Provide support to tenants by gaining knowledge and understanding of tenant needs through collaboration with the team
- Develop Personal Development plans with residents based upon their individual needs
- 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
- Assist residents to identify the life skills needed to become independent
- Assist residents to identify employment skills needed for financial independence
- Support and assist tenants with personal skills needed to secure independent living
- 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
- Assist residents to access all other resources to improve basic life and employment skills, including all PGNFC programs and community resources
- Provide information on community services to assist residents with life skills and employment
- Advocate for residents to service providers, landlords, and to the broader community
- Deal with the public, service agencies and professionals involved in the support of their residents i.e. Mental Health, A&D Counsellor
- Promote and support opportunities for community partnerships to ensure integrated support and an appropriate continuity of services
- Provide one-on-one and group workshops and presentations

*"Power of Friendship"*

- Encourage residents to interact with a variety of external service groups
- Motivate and facilitate participation in programs

Knowledge and abilities to:

- Work with individuals who are disadvantaged and from diverse backgrounds
- Work well independently and with others
- Teach/motivate
- Communicate effectively both verbally and in writing
- Operate related equipment/technology
- Understand and maintain appropriate client/worker boundaries
- Carry out planned activities in a professional manner and
- Prioritize and perform duties in an organized manner.

Safety and Crisis Intervention:

- Participate as a team member with other staff to ensure a clean, safe, and caring environment
- 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

Reporting:

- Track and report all resident progress, referrals and follow-ups
- Identify service gaps to the Program Coordinator
- Document monthly progress reports and carry out updates on a quarterly basis
- Document interactions with residents, maintain statistical data, complete individual files, charts and forms accurately
- Report any immediate concerns to the Tse'Koo Huba Yoh Coordinator

Other Duties:

- Work in accordance with the mission and philosophy of Tse' Koo Huba Yoh
- 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.

---

**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 Noon on November 15, 2017***

***No telephone inquiries please.***

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