

Job Description

Prince George Native Friendship Centre

Job Title: Life Skills Coach
Department: Youth & Community Services
Reports To: Team Leader – Youth and Community Services Team

SCOPE OF POSITION

This permanent full-time position requires an individual with knowledge of health and social determinants impacting vulnerable youth. The position provides supervision, and support to the youth engaging in the Supported Independent Living Program. The **Supported life skills coach** will work within a team environment, reporting to the Supported Independent Living Coordinator. The Life Skills Coach is expected to provide youth with specific supports to heighten their abilities and demonstrate their capabilities in relation to independent living, employment readiness, job search, and social development. This program is designed to transition youth aged 16-19 into adulthood by building on-going supports as youth develop independent living situations. This program provides Young people with effective hands on life-skill trainings essential for self-reliance as an adult. This position provides day to day support, skill training and development to all youth in the program while being the Key worker to specific youth. The position is required to work flexible hours providing service when the youth are available including evenings and weekends. This position is full time and is required to be part of the on-call crisis response system.

QUALIFICATIONS:

- Social Services Diploma or (minimum) 2 years related post secondary education;
- Minimum 2 years experience in child and youth care;
- Willingness and ability to work with at-risk youth in a variety of settings including their own residences/homes ;
- Awareness of community services, resources, and systems;
- A basic knowledge of group facilitation, skill training and individual intervention techniques
- Experience in working with Aboriginal groups/communities in a cultural context;
- Certification: First Aid, Class 4 Driver's Licence, Therapeutic Crisis Intervention, Suicide Intervention, and Food Safe;
- Ability to undergo a successful criminal record search.

EXPERIENCE:

Must have experience of various community resources, services and systems or have awareness of how various community resources, services and systems can assist youth in need. Candidates must demonstrate the ability to use initiative and function independently. Candidates must be able to work well as a member of a professional team and to identify with policies and procedures of the agency.

KEY RESPONSIBILITIES:

- Establish a trusting, non-judgemental, non-exploitive rapport with youth.
- Continual support, advocacy and role modelling for all youth.
- Ensure that each youth is empowered through their own participation in planning for their immediate and long term needs.
- Provide training and facilitate group and individual interventions for the youth in the program
- Assume the Key worker role for specific youth in the program
- Advocate for youth when accessing services, resources or other agencies to meet the needs of youth.
- Liaise with MCFD, and other professionals, agencies, the community, family and friends.
- Work with families of youth as needed to encourage resolution of issues regardless of future placement.
- Participate in the planning and implementation of treatment goals for all youth in the program, under the direction of the Program Coordinator.
- Attend Case Management Meetings,
- Assist youth to assess their needs, and to begin to meet these defined needs in a manner which will assist the transition to stability, independence and or adulthood.
- Provide information regarding services and opportunities available to youth and actively promote client involvement in the community.
- Educate clients with regard to safe health practices.
- Provide a positive, safe and structured environment.

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

- Keep informed of youths needs, their current progress, plans of care and ensure all documentation, reading and reporting is updated and communicated daily.
- Assume the Key worker role for specific youth in the program
- Through research and assessment assist youth in determining a plan for independence
- Fulfill administrative responsibilities for clients by completing appropriate documentation and duties, relevant to youth's participation in the independent living program
- Ensure Confidentiality and Security is maintained at all times.
- Set up and attend Case Management Meetings, and any other meetings (IEP, family mediation etc), specific to youths plan for independence.
- Ensure PGNFC facilities are respected, cleaned and maintained after use
- Escort youth to internal and community resources, agencies and meetings relevant to their plans for independence.
- Research and utilize community resources as per client needs.
- Keep accurate daily recordings, logging and tracking in youth files, staff communication logs, client support logs etc.
- Answer phones, relay messages and answer questions regarding programming, youth

- Assist team with programming, meeting client needs, assisting in social, recreational, employment and educational opportunities.

OTHER DUTIES:

- Ensure all youth have equal access and support to other PGNFC youth programs to fulfill youths educational, social and recreational needs.
- 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
- Other duties, as required.