



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title:	Program Intake Coordinator
Department:	Youth & Community Services
Reports To:	Team Leader
Closing Date:	June 28, 2017 @ 4:00 pm

SCOPE OF POSITION

This permanent full-time position requires an individual with an extensive knowledge of health and social determinants impacting vulnerable youth. The position provides support to the My Way Team and to the youth engaging in the Supported Independent Living Program. The **My Way Program Intake Coordinator** is expected to provide youth with the opportunity 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 15-19 into adulthood by building on-going supports as youth develop inter-dependent living situations. This program provides Young people with effective hands on life-skill trainings essential for self-reliance as an adult. This position supports the daily supervision of Youth within our Supported Independent Living program and provides support of all clients. This position is full time and is required to be part of the on-call crisis response system.

QUALIFICATIONS

- BSW or 2 year diploma combined with 5 years of related experience in youth care field;
- Awareness of community services, resources, and systems;
- Experience in working with Aboriginal groups/communities in a cultural context;
- Certification: Lifeskills Coach, First Aid, Class 4 Driver's Licence, Therapeutic Crisis Intervention, Suicide Intervention, and Food Safe;
- Proficiency in written and verbal communications;
- Demonstrated knowledge of Child, Family and Community Services Act;
- Knowledge of application of service standards as per Accreditation Bodies;
- Possess a demonstrated ability to work with a diverse clientele on an individual and group basis;
- Ability to undergo a successful criminal record search;

DUTIES

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

- Assess the program referrals of youth in the community and engage with youth to determine their needs and interests.
- Case management support for all clients;
- Respect and ensure confidentiality of staff issues within the team and support agency policy and procedure, program and philosophy.
- Assist in developing realistic plans and keeping youth focused on their goals.
- Establish and maintain a relationship with the youth involved in the activities and events.
- Communicate with organizations that represent youth to determine needs and interests of youth.
- Teach, model and evaluate effective techniques and interventions with youth;
- Facilitating assessments using Ansell Casey and other client centered approach assessment tools;
- Reporting as required;
- Crisis response follow up, as required;
- Maintain linkages with other PGNFC Youth Services and applicable community resources;
- Coordinate the delivery of services;

"Power of Friendship"

- Ensure integrated case management practice is followed;
- Ensure culturally relevance and community integrated services are implemented;
- Develop and implement a support/advocacy plan for support of each youth who are involved with programming to ensure a continuum of care;
- Work cooperatively within the PGNFC Management Structure to ensure community accountability, reporting and support of the services;
- Ensure that asset management of all property accessed by the Supportive Independent Living is as per the policy and practice of the PGNFC;
- Communicate and coordinate with other youth programs locally as required.
- Participate in and contribute to Integrated Case Management meetings, with the permission of the youth involved.
- Support and advocate for client centered issues and advocate for youth and inform youth of their rights and responsibilities.

ENSURE FISCAL RESPONSIBILITIES:

- Assists Team Leader in relation to work plans;
- Assists Team Leader with managing PGNFC assets within program area, including capital assets, computers, vans, building, etc.
- Ensure that all youth tracking and information regarding care plans is current.
- Gather statistical information on a consistent basis.

PROGRAM PLANNING AND DEVELOPMENT:

- Assists Team Leader to develop a work plan with time lines and submit to Director;

COMMUNITY AND PUBLIC RELATIONS:

- Represent PGNFC Youth Services at community meetings or other official functions when designated;
- Promote and support PGNFC programming and special events; and
- Keep up to date with local key resources available in the community and the Province.
- Engage in community networking and develop and maintain community partnerships.
- Liaise with both internal and external community resources, including but not limited to Ministry of Children and Family Development, Delegated Agencies, School District #57, Community Care Licensing, Tenancy Boards and Housing Supports, as well as all invested funders attached to Youth Services.
- Ensure that youth and youth organizations are aware of the Referral and Intake process

ADMINISTRATION:

- Property/Asset Liaison at Victoria Towers and Supported Independent Living Suites (171 George Street)
- Report writing
- Critical Incident documentation

OTHER DUTIES:

- 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
- 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
- Other duties, as required.

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

“Power of Friendship”

**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 4:00 pm On June 28, 2017

No telephone inquiries please.

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