



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

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<b>Job Title:</b>	Youth Care Worker
<b>Department:</b>	Youth and Community Services
<b>Reports To:</b>	Director of Youth & Community Services
<b>Closing Date:</b>	Applications accepted on an on-going basis

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## SCOPE OF POSITION

Reporting to the Reconnect Coordinator, the Youth Care Worker will work within a team environment to provide a shelter living environment and a drop-in area for the clients of Reconnect. To provide and maintain a safe, supportive atmosphere in a shelter/ drop-in youth setting that is both culturally open and accessible to all youths. To support the development of street involved youth whose family are unavailable or unable to meet their needs

## QUALIFICATIONS

- Must possess a Child Care Diploma (2 yrs.) or related University degree.
- Minimum of 2 years experience in child and youth care, or a combination of education and residential experience with high risk youth.
- Candidates who demonstrate equivalent combination of education and experience may also be considered.
- Candidates must possess certification in Level 1 First Aid, Class 4 Driver's Licence, Therapeutic Crisis Intervention, Suicide Intervention and Food Safe.
- Candidates must successfully complete a Criminal Record Check

## DUTIES

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

- Keep informed of youths needs, their current progress, plans of care and ensure all documentation, reading and reporting is updated and communicated daily.
- Fulfill administrative responsibilities for clients by completing appropriate documentation and duties, relevant to youths safety, security and health while accessing the facility.
- Ensure Confidentiality and Security is maintained at all times.
- Setting up and attending Case Management Meetings, and any other meetings (IEP, family mediation etc), specific to youths plan for independence.
- Prepare & Provide meals daily.
- Ensure facility is maintained and cleaned daily.
- Monitor youth within facility to ensure safety, health and needs are being met.
- Escort youth to community resources, agencies and meetings relevant to their plans for independence.
- Educate clients with regard to safe health practices, and safety.
- 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 and educational opportunities

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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#: 563-0924  
E-mail: [employment@pgnfc.com](mailto:employment@pgnfc.com)

*Applications will be accepted on an on-going basis*

*No telephone inquiries please.*

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