

**CHIPPEWAS OF NAWASH UNCEDED FIRST NATION
JOB POSTING**



**Youth Support Worker
(Band Member Preferred)**

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| Program: | Native Child Welfare |
| Reports To: | Native Child Welfare Family Services Supervisor |
| Term of Employment: | (Maternity Leave) Contract – May 14, 2018 to April 26, 2019 |
| Wage: | \$17.25 |
| Hours of Work: | 37.5 hours/week – requires a flexible schedule |

The Youth Support Worker will promote healthy lifestyles for youth and families through development and implementation of prevention and awareness programs for youth between the ages of 13 to 18 years.

MINIMUM QUALIFICATIONS

- Post-Secondary Diploma in Child and Youth Worker or related field
- Two years experience working with First Nation youth and/or in an First Nation community
- Knowledge of various Youth resources available on and off the reserve
- Must have a Valid Ontario G class Driver's License, and access to transportation
- Criminal Background Check, Vulnerable Sector Check and CAS check

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge and understanding of NCW's mandate, philosophy, goals and objectives
- Ability to integrate Ojibway culture and traditions in all youth activities
- Proven skills in program development, implementation, management and evaluation
- Ability to establish positive relationships with youth, parents, and other partners
- Excellent problem-solving and conflict resolution skills required
- Must have effective written and verbal communication skills
- Experience in education, training or public speaking with both youth and adult audiences
- Must have good organizational and time management skills
- Proven leadership and team-player; positive role modelling
- Must be reliable, self-motivated and able to work with minimum supervision
- Computer literacy and basic technical skills for office equipment required
- Must be willing and able to work flexible hours (evenings and weekends)
- Must maintain a professional code of ethics including confidentiality
- First Aide/CPR an asset or training will be provided

CLOSING DATE: Monday, April 30, 2018 at 12 pm. Late applications will not be considered. Band members and persons of aboriginal heritage are encouraged to apply. Forward cover letter and resume to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. Fax (519) 534-2130. E-mail supervisor.ncw@gbtel.ca . Further information or a copy of the position description is available by visiting the Native Child Welfare Office or by calling (519) 534-3818.

All Applications are appreciated however only those Selected for an Interview will be Contacted



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JOB DESCRIPTION

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The Youth Support Worker will promote healthy lifestyles for youth and families through development and implementation of prevention and awareness programs for youth between the ages of 13 to 18 years

The Youth Support Worker will establish an organized program for community youth that will provide opportunities to develop their skills and interests in the following areas:

1. A recreation program that will promote sports and games, and sportsmanship.
2. An educational program that allows for the teaching of historical and cultural activities and practices to integrate the importance and meaning of these activities in understanding their current behaviour and growth.
3. Substance Abuse Prevention and intervention program in relation to addictions.
4. An educational program teaching youth life skills and healthy lifestyles.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge and understanding of NCW's mandate, philosophy, goals and objectives
- Ability to integrate Ojibway culture and traditions in all youth activities
- Proven skills in program development, implementation, management and evaluation
- Ability to establish positive relationships with youth, parents, and other partners
- Excellent problem-solving and conflict resolution skills required
- Must have effective written and verbal communication skills
- Must have good written communication skills: compose letters, flyers and proposals, report writing
- Experience in education, training or public speaking with both youth and adult audiences
- Must have good organizational and time management skills

- Proven leadership and team-player; positive role modelling
- Must be reliable, self-motivated and able to work with minimum supervision
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- Must maintain a professional code of ethics including maintaining confidentiality
- First Aide/CPR an asset or training will be provided

RESPONSIBILITIES

The Youth Support Worker's primary goal is to assist in the fulfilment of the mandate, goals and objectives of the Chippewas of Nawash Native Child Welfare program.

A) Youth Programming:

- plan, develop, implement and evaluate educational programs according to the objectives of the youth prevention program
- Collaborate with other programs and services (social, cultural, educational or recreational)
- establish life skills courses and other youth support programs
- provides information sessions on various topics to interest to youth
- recruit leaders, volunteers and parents for the purpose of coordinating youth activities
- monitors the care and maintenance of all programming equipment
- ensures transportation is provided for each program sponsored activity

B) Youth Counselling:

- counsels youth in problem-solving, decision-making and goal setting
- provides information and makes referrals to appropriate resources, agencies, etc
- facilitate family meetings to enhance communications between youth and family
- responds appropriately to special issues ie) social, psychiatric, medical, etc
- encourage youth to seek appropriate behaviour management care such as anger management, grief counselling, addictions counselling, etc.

C) Administrative Duties:

- assist in the preparation of annual service plan and youth activities budget
- maintains accurate up-dated records and statistics of each youth and family services
- budget and financial reporting for youth activities; submitting cheque requisitions and receipts
- written communication: compose letters, flyers and proposals, report writing
- prepare monthly program reports for youth activities, and statistical data consisting of number of program participants, client and all contacts with the youth or other agencies
- ensure all case files are kept confidential and filed appropriately
- attends or facilitates case management meetings to ensure needs of youth are met
- regularly attend and participate in staff meetings
- participates in regular supervisory sessions and job performance reviews
- pursues professional development by attending and participating in workshops, training, etc
- conform to all job relevant policies and procedures
- assists with annual program events ie) Christmas and Halloween parties
- plans and/or assists with program and youth fund-raising activities
- represent Native Child Welfare in community functions as required
- ensure all program computer data is secured and backed-up on a weekly basis
- share in the daily operations and maintenance of the agency
- knowledge and ability to apply health and safety policies/procedures
- assists and performs, within capacity, other duties when required