



YOUTH LIFE PROMOTIONS PROGRAM

Youth Life Promotions Worker

SUPERVISION:

Under the direction of the Executive Director / Director of Operations the Youth Life Promotions Worker is responsible for the effective and efficient delivery and administration of the Youth Life Promotions Program (YLP) in accordance with all relevant policies and procedures.

JOB SUMMARY:

The Youth Life Promotions Worker's primary responsibility is to support youth (ages 13-24) by providing responsive participant-based and one-to-one services. The YLP Worker will facilitate traditional knowledge transfer and work with Elders, Knowledge Carriers and youth to co-develop and implement land and community based activities and Youth Culture Camps. The YLP Worker will utilize a strengths-based, trauma-informed approach that promotes youth leadership, and develop programming for Two-Spirit and Indigenous LGBTQIA+ youth.

QUALIFICATIONS:

- Post-secondary education in Indigenous studies, social work, child and youth work or combination of the equivalent education and/or a minimum of three years of work experience with children and youth.
- Knowledge of Indigenous culture and history, with particular emphasis on family violence, child welfare, impacts of trauma, Indigenous youth engagement and community outreach; knowledge of an Indigenous language(s) will be considered an asset.
- Knowledge of Indigenous youth engagement and community outreach tools.
- Knowledge of traditional teachings, particularly in the areas of water and land based activities, traditional medicines, language reclamation and food education.
- Ability to work professionally and collaboratively with child welfare agencies in Ontario; strong understanding of Child and Family Services Act and impact on Indigenous families.
- Knowledge of relevant legislation, policies and procedures to ensure that youth are supervised and safe at all times.
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills.
- Proficiency in Microsoft Office including database applications.
- Excellent case and file management skills, stress management and time management skills; ability to meet deadlines.
- Strong written and oral communication skills.
- Group facilitation, team building and decision making skills; ability to problem solve and take initiative.
- Effective crisis intervention skills.
- Ability to work flexible hours, including evenings and weekends.
- Valid First Aid / CPR Certificate and Safe Food Handling certification is an asset.
- A clear Vulnerable Sector Clearance Check is a condition of employment.
- Must have a valid driver's license and reliable transportation. Will require a valid Drivers Abstract upon hiring.

CORE COMPETENCIES

- **Inter-Cultural Competency Informed** – Able to incorporate a personal responsibility to increase sensitivity, awareness and implementation of TBIFC’s cultural teachings and organizational practices in both professional conduct and work related deliverables. Ideally carries traditional knowledge and understands the history of Indigenous people and is considered to be of Good Mind.
- **Trauma-Based Practice Informed** – Able to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous people in a culture of tradition and safety in their healing journey.
- **Indigenous Gender-Based Analysis Informed** – Able to incorporate an intersectional approach to gender, race and discrimination, and aware of subsequent intergenerational impacts affecting Indigenous women and their families.

JOB RESPONSIBILITIES:

The Youth Life Promotions Worker shall have responsibility for the following:

1. **Case and File Management:**

- Maintain up-to-date client files that track and evaluate participation and progress in the program.
- Be knowledgeable of and work with community agencies and referral sources who will be in a position to assist clients in meeting immediate and long term goals.
- Effectively communicate with youth and their families and be responsive to client needs.
- Provide one-on-one supports, including counselling, peer and/or group support with youth and families.
- Initiate and participate in case conferences to ensure needs of youth and families are met.
- Provide home visitation and other tailored youth support services.
- Provide direct service and support to youth that are responsive; ensure the needs of youth referred to the program are met in a timely and culturally sensitive manner.
- Advocate on behalf of clients and provide ongoing liaison services and follow-up to ensure individual needs are being met.
- Schedule visits with clients and follow through with case management.
- Develop annual service plans.
- Work with Friendship Centre programs to promote a coordinated client service approach to ensure client needs are addressed.
- Maintain client confidentiality.

2. **Participant-Based Service Delivery:**

- Support youth ages 13-24 years of age by providing participant-based and one-to-one services that are responsive to the needs of direct-service users.
- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the youth in the program.
- Provide opportunities that foster healthy peer interaction, youth leadership skills, and support Two-Spirit and Indigenous LGBTQIA+ youth.
- Provide culturally appropriate programs and activities.
- Plan agendas, secure necessary resources, organize and deliver programming and special activities as per annual service plan.
- Provide participant-based activities that include public education / awareness campaigns, workshops, presentations, events that address issues of concern to youth.
- Seek opportunities and partnerships to maximize community-based supports for youth.
- Seek partnerships and resources to best meet the needs of program delivery.

3. **Program Delivery:**

- Maintain documentation, records, and systems that are essential components of good project management that demonstrates services are being delivered.
- Plan agendas, secure necessary resources, organize and deliver programming and special activities as per annual service plan.
- Collaborate with Elders, Traditional Knowledge Carriers and youth to co-develop and implement Youth Culture Camps that provide youth with water, land and community based activities.
- Facilitate traditional knowledge transfer, specifically on traditional teachings, language reclamation and food education.
- Provide transmission of cultural knowledge through storytelling, traditional teachings and peer-based activities.
- Utilize a strengths-based, trauma-informed approach that promotes the development of youth as leaders; ensure all service activities utilise culture throughout planning and delivery.
- Support the provision of wraparound services and to ensure the development of a strength-based, trauma-informed Action Plan for each individual direct-service user.
- Develop and implement programming for Two-Spirit and Indigenous LGBTQIA+ youth.
- Prepare and provide nutritious meals and snacks, resources, and activities relevant to programs.
- Prepare for traditional items and medicines needed in preparation for participants.
- Identify gaps and needs to deliver educational workshops and presentations.
- Promote inter-generational activities and joint programing.
- Participate in meetings with organizations related to program delivery.
- Evaluate program activities by developing and utilizing participant evaluation forms and/or any other evaluation tools or methods deemed necessary.

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- Work within a specific budget and deliver programming accordingly.
- Work with other Friendship Centre programs to promote a coordinated approach to addressing youth leadership development, traditional knowledge sharing, healthy lifestyles, etc.
- Ensure Criminal Background Checks and vulnerable sector screening are secured and assessed for individuals volunteering in the program.
- Provide supervision, guidance, and ongoing training for staff and volunteers of the Youth Life Promotions Program.

4. **Program Administration:**

- Submit written reports to the Executive Director / Director of Operations outlining programming activities, committee work, Friendship Centre activities, and other reports as required.
- Develop and maintain current, accurate and confidential participant files that reflect assessment, services and outcomes.
- Accurately record statistical information as required and as it changes.
- Maintain comprehensive and up-to-date client files and systems that are essential components of good program management, which demonstrate the program is being delivered according to proposed work mandate and work plan.
- Respond to correspondence and information requests as required.
- Attend TBIFC Annual General Meeting.
- Complete internal administrative tasks i.e. time sheets, mileage logs, expense reports, etc.
- Participate in case audits, compliance audits, program evaluations and any other specially designed processes that may be undertaken to assess the effectiveness of the Youth Life Promotions Program.
- Participate actively and productively in the planning and coordination process of the Youth Life Promotions Program.
- Develop annual work plans and quarterly, annual, and other relevant reports for various stakeholders; ensure that all reporting requirements and deadlines are met.
- Maintain knowledge of community resources and services for appropriate referral and linking of youth to support networks.

5. **Children and Youth Programs:**

- Support TBIFC Children and Youth Programs by communicating regularly with the program staff, providing and receiving referrals, and conducting follow up activities in collaboration with the program staff.
- Promote the Children and Youth Programs to community members, Friendship Centre staff, and service providers.
- Attend and participate in Children and Youth Program team meetings.

6. **Community Development & Outreach:**

- Initiate and maintain contact with community agencies, families, groups, and networks.
- Attend, participate, and/or facilitate relevant meetings, conferences or workshops as a representative of TBIFC.
- Promote the program and services of the Youth Life Promotions Program and/or other TBIFC programs.
- Respond to general enquiries the Youth Life Promotions Program's purpose, processes and procedures and/or any other information being requested.
- Research appropriate agencies for relevant referrals, resources and available programs.
- Network and liaise with other TBIFC programs, community agencies, funding sources, etc.
- Organize and/or participate in public education about Indigenous children and youth.
- Support and participate in the development of Indigenous community child and youth initiatives.
- Develop promotional material that advertises services and upcoming events.
- Participate as a resource person at training sessions, committee meetings, etc., to ensure that information on culture, needs, concerns and aspirations of Indigenous youth and families are expressed.
- Ensure the development of protocols and referral agreements appropriate to meet the developmental needs of Indigenous youth in the community.

7. **Training and Professional Development:**

- Participate in relevant conferences, training workshops and related courses and meetings for professional development as required or directed.
- Attend workshops, staff meetings, etc. as directed.
- Keep apprised of relevant legislation or policy changes in relation to the Child and Family Services Act, youth and social services fields.
- Identify professional development / training needs and bring to the attention of the Director of Operations for approval.
- Maintain knowledge and awareness of current youth engagement best practices and trends.

8. **Health & Safety:**

- Ensure appropriate supervision of direct-service users and activities at all times and to submit Serious Occurrence Reports (SOR) or Enhanced Serious Occurrence Report (ESOR) to the Ministry of Children and Youth Services (MCYS) and the OFIFC as required.
- Observe health, fire and safety regulations; uphold health and safety standards.
- Ensure that the Health and Safety policies incorporated into daily working practices are adhered.
- Maintain Standard First Aid Level C with AED certification.
- Maintain current Safe Food Handling certification.

9. General Duties:

- Perform other duties relevant to the program as assigned by the Executive Director / Director of Operations.
- Observe and uphold the policies, procedures, and practices of the Thunder Bay Indigenous Friendship Centre.
- Actively recruit, train and provide supervision to student placements, volunteers, etc.
- Ensure client files and tangible resources (i.e. bus tickets, food vouchers, gift cards, etc.) are secured in a locked filing cabinet on a daily basis.
- Actively promote and participate in community and TBIFC annual activities in keeping with the mandate and philosophy of the Friendship Centre.
- Work with other members of the team to ensure a wholistic program of care is maintained addressing the physical, psychological, and social needs of the service users.
- Ensure the premises and program resources are safe and secure.
- Work within an Indigenous culturally competent framework.
- Notify the Executive Director or designate immediately of any difficulties including crisis or any other issues that may affect the ongoing delivery of the program.

RELATIONSHIPS:

Executive Director / Director of Operations:

The Youth Life Promotions Worker will keep the Executive Director / Director of Operations apprised of all important matters related to the Youth Life Promotions Program by providing written reports for review and oral reports on an ad hoc basis.

TBIFC Program Staff:

The Youth Life Promotions Worker will work with other TBIFC Program staff by maintaining communication lines to allow opportunity to share information relevant to the program, to maintain appropriate referrals to programs and services, and to participate in joint programming. The Worker will work closely with the TBIFC Child & Youth Services staff and will be directly supervised by the Child & Family Services Program Manager.

ACCOUNTABILITY:

The Youth Life Promotions Worker is accountable to the Executive Director / Director of Operations for the efficient performance of their function.

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PROBATIONARY PERIOD:

Upon commencement of employment, the Youth Life Promotions Worker will be placed on a nine (9) month probationary period. An extended period of probation may be instituted at the discretion of the Executive Director. A performance appraisal will be completed at the end of the probationary period and will occur once annually thereafter.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. Hours may vary but shall not exceed 35 hours per week unless prior approval has been authorized to exceed terms and conditions.
2. Adheres to policies and procedures according to the Thunder Bay Indigenous Friendship Centre's *Personnel Policy Manual* - March 24, 2010.
3. Abides by the Code of Ethics as adopted by the Thunder Bay Indigenous Friendship Centre.
4. Adheres and applies the following:
 - a) A Policy Dealing with Allegations of Abuse against Individuals.
 - b) A Protocol for the Reporting of Child Abuse and Neglect between Dilico Anishnabek Family Care and the Indian Youth Friendship Society
5. Signs and adheres to an Oath of Confidentiality.
6. Maintain a clear criminal reference check (CPIC) and Vulnerable Sector Clearance.

CAUSES FOR DISMISSAL:

Please refer to the Thunder Bay Indigenous Friendship Centre's *Personnel Policy Manual*.

WORKING CONDITIONS:

Physical Demands: Caring for youth can be physically demanding. The Youth Life Promotions Worker will be lifting and carrying equipment up to 50 lbs., and may spend time sitting on the floor or child sized furniture. The worker may have to lift and carry using appropriate lifting techniques, bend, push, pull, grip, reach, kneel, crouch using good body mechanics and includes walking, sitting, standing and climbing stairs.

Environmental Conditions: The Youth Life Promotions Worker will be working in a busy and occasionally noisy environment. The worker will be required to move throughout the community, including indoor and outdoor environments in all seasons, within settings that are water, land, and community based.

The Youth Life Promotions Worker may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals, including self. The worker must be ready to respond quickly and effectively to many types of situations, including crisis situations.

Sensory Demands: Traditional Medicines and healing practices are utilized in ceremonies and circles; these may affect senses and respiratory system. There may be times that the environment is noisy and busy. The Youth Life Promotions Worker must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands: Caring for youth can be stressful. The Youth Life Promotions Worker must ensure that youth are supervised at all times, and that youth are involved in safe and appropriate activities. There may be a number of situations happening at once, and the must be prepared to handle accidents and emergencies at any time. Interactions with participants vary in nature and can be highly sensitive and cause stress.

There are regular deadlines that require attention to detail with this position which may cause stress. The Youth Life Promotions Worker must deal with a wide variety of people and will have to manage a number of requests and situations at one time. The workload may be unpredictable and difficult to manage at times.

The Youth Life Promotions Worker must deal with a wide variety of people with challenging personal issues. Caring for people in crisis can be stressful; the worker must monitor their own time and stress levels to ensure that they are able to effectively assist clients. The worker will need to be well organized and will benefit from healthy self-care practices.

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CERTIFICATION

I certify that I have read and understand the responsibilities to this position.	Supervisor has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.
_____ Employee Signature	_____ Supervisor's Title
_____ Printed Name	_____ Supervisor's Signature
_____ Date	_____ Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

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