

***Special Services Youth Worker - Full Time***

Aunt Leah's Place is a non-profit organization that helps prevent children in foster care from becoming homeless and mothers in need from losing custody of their children. To support youth on their journey to self-sufficiency, we provide supported housing, job training, and coaching on essential life skills.

**We have 2 full time regular opportunities: one for evenings and weekend shift and the other is for day shift with variable hours including flexibility for weekends.**

**Job Summary:** Works in a one-to-one capacity developing reliable, consistent supporting relationships and assisting youth in the Support Link Program on their journey to growth and self-sufficiency with one of the many goals being that of preventing homelessness. Works within a semi-independent living residential setting to provide a variety of support services such as conflict resolution, counselling, crisis intervention, supervision and transportation to youth with moderate to severe behavioral issues. From a strengths based approach and intervention will work to identify strengths, issues and areas of risks. Develops and implements short-term and long term goals and strategies within program guidelines.

**Reports To:** Support Link Coordinator

**Qualifications**

- Post-Secondary Child and Youth Care diploma, or,
- Social Worker Diploma or degree or,
- Diploma or certificate in Human/ Social Services
- A minimum of 1 year experience working with high risk youth or
- A relevant combination of education and experience combined with general suitability

**Requirements:**

- Undergo & maintain a satisfactory Criminal Record Check
- Undergo & Maintain MCFD contracted agency caregiver clearance
- Valid Class 5 driver's license and access to a vehicle
- Clean Driver's Abstract
- Proof of vehicle business insurance of \$5 million liability
- Overdose Rapid Response Training
- First Aid – Level C w/ CPR
- Mental Health First Aid
- Suicide Prevention Training
- Cultural Competency Training
- Addictions & Substance use Training
- Food Safe
- CPI – Non-violent Crisis Prevention Intervention Training
- Agrees and adheres to the Society's Code of Ethics

**Knowledge & Skills & Abilities (KSA):**

- Trauma Informed Practice
- Motivational Interviewing
- Person Centered Approach
- Landlord Tenancy Acts
- Ministry of Children and Family Development knowledge
- Substance Abuse/misuse
- Youth development stages
- Knowledge of Aboriginal culture
- Proven initiative, judgment, decision-making and problem solving capabilities
- Demonstrated ability to take action in a crisis management environment

- Ability to manage a solid self-care plan
- Suicide Prevention
- Documentation/Report Writing
- Organizational skills
- Time management
- Medication Management

**Essential Functions:**

Direct Care (One to One Support): Supports, encourages and challenges youth, through developing a trusting relationship with the youth. Support will include:

- Household maintenance skills (housing search, basic cooking skills, menu planning, house cleaning, laundry, personal hygiene, shopping, keeping their suite secure etc.)
- Education/vocational upgrading (assistance and support in obtaining appropriate training, participating with the youth in making contact with appropriate community resources);
- Financial management (opening bank accounts, writing cheques, paying bills, budgeting, saving, obtaining social insurance numbers, paying rent, etc.)
- Interpersonal skills (developing and maintaining healthy relationships, conflict resolution, seeking assistance and support from friends and professionals as necessary, etc.)
- Health and personal habits (training and education in basic health care, development of responsible sexual practices, accessing additional services such as Mental Health/A&D Counseling & medication management, accompanies and /or transports youth to and from appointments)
- Job finding/keeping skills (job search, resume preparation, job interview preparation and presentation, completing application form and job maintenance)
- Leisure activities (identifies and participates in social and recreational activities in the community that meet the youth's needs. Provide life skill, social and interpersonal skill-building and model appropriate behaviour through these activities.)
- Cultural Connectivity (assistance and support around connecting with their heritage and participating in the cultural practices of their home (or identified home) communities.

Direct Care (Other Duties):

- Assists in the identification of social, emotional, and behavioral problems by reporting observations to the integrated case management team.
- Support workers will provide direct support services such as conflict resolution and short-term crisis intervention.
- Works with youth on strategies around anger and behaviour management. This may be on a one-on-one and/ or group basis by performing duties such as providing feedback on youth's behaviour, teaching coping techniques and adaptive behaviour and providing guidance and support.

**JOB POSTING**

- Participates in overnight recreational outings as organized by the Program Coordinator – as per “Front Line Staff Description for overnight Recreational Trips”. (Staff will be compensated with a day off in lieu of each overnight that they spend at these outings)
- Participates in the creation and implementation of the following plans and ensures timelines are kept: Individual Service Plan, safety plan, cultural plan & discharge transition plan where relevant
- Ensures youth attendance for life skills opportunities’ such as, but not limited to Essential Skills Workshops, Ministry of Children and Family Development (MCFD) meeting appointments, cultural events & connections, counselling, training, and medical appointments
- Works with Support Link Coordinator in tracking outcome measurements (e.g. emergency drills, changes in demographics, changes in employment and education status)
- Assists participants in completing the Casey Life Skills Assessment

Financial Responsibilities:

- Responsible for budgeting and balancing youth expenses, providing receipts and ensuring that these funds are spent appropriately, including groceries, clothing and recreation
- Ensures that expenses follow budget guidelines

Health and Safety:

- Support Workers ensure that suites are maintained to Society standards, according to the Support Link policies and procedures manual & MCFD Standards for Foster Homes by ensuring youth’s environment is clean, safe and secure; conducting regular emergency drills with youth; checking safety devices in youth suites weekly; ensuring that the youth is knowledgeable of fire exit routes in their suite; completing internal safety inspections of the Support Link suites as required.
- Support Workers to be present for all access to suites or ensure that an approved Aunt Leah’s staff/landlord is present
- Participates in the annual review of Aunt Leah’s Health and Safety Policy and Procedures.

Communication:

- Writes reports (monthly, weekly, budgetary, intake, critical incident, transition plan, & discharge etc.)
- Attends meetings, including weekly team meetings and monthly Staff Development
- Regularly updates and informs supervisor of activities; seeks direction from supervisor in crisis situations as needed
- Communicates weekly with Support Link Landlords and provides coaching support to youth when needed
- Attends the office daily to complete logs, reports , budgets and general housekeeping business
- Attends events as directed by Supervisor
- Communicates weekly or as needed with the Ministry of Children and Family Development and other professionals regarding the youth’s Individual Service Plan

**Working Conditions:**

- Work is performed in an office environment and Special Services Youth Workers will provide service to youth at drop-in, assist in programming, and drive to meet with the youth
- Special Services Youth Workers will also be working off site within the community and in suites in which the youth resides, in providing one to one support
- As schedules will vary, Special Services Youth Workers are expected to maintain flexibility in their work schedules
- This position requires some lifting of heavier objects up to 50lbs
- Participates in on-call as scheduled and is able to support and attend as required
- Maintains confidentiality

- Support Workers will follow Aunt Leah's Society Policies and Procedures and Aunt Leah's Code of Ethics (including Child and Youth Care Association of BC Code of Ethics, Aunt Leah's Privacy Policy, BC Rights of Youth in care & UN Rights of the Child)

**We offer:** A comprehensive benefit package after 6 months of continuous employment that includes: dental, extended health care including vision care and prescription, RRSP after 1 year, personal time package, and employee discount at our Thrift Store.

**Salary:** Commensurate with qualifications.

**How to apply:**

If you meet the qualifications listed, and wish to work in a collaborative and supportive environment that offers ongoing professional development opportunities, please email your resume with a cover letter to: [hr@auntleahs.org](mailto:hr@auntleahs.org). You may also apply on our website at [www.auntleahs.org](http://www.auntleahs.org). Short listed candidates will be contacted for interview. We thank all interested applicants in advance.