



Job Title: **YOUTH CENTRE PROGRAM WORKER**

Last Updated: April 4, 2018

Benchmark: **ADULT, YOUTH AND/OR CHILD WORKER**

Standard Wage Grid: 11 \$19.39 – \$22.58

Hours: 8-12 hours per week – FLEXIBLE SCHEDULE/ EVENINGS

Reports To

Program Coordinator / Executive Director

Job Summary

The Program Worker with the Youth Action Network Centre, under the direction of the Program Supervisor, will primarily be responsible to work with all youth accessing the centre. This position will collaborate with the coordinator and volunteers to implement, coordinate, and evaluate youth needs. This role will also respect and protect the rights of clients. This is a union position.

Job Duties

- Act as a support for youth within the community by assisting them with concerns, referrals, and support.
- Maintain a file system and intake to ensure that information is relevant to client needs, risks, observed behaviors, and current plan with other support staff.
- Collaborate with members of the team to plan, implement, coordinate, and plan programming around the needs of the youth.
- Respect and protect the rights of youth, including but not limited to their right to independence, autonomy, and self-determination; their right to choose and practice individual values, beliefs, religion, and culture; and their right to privacy and dignity
- Ensure monthly calendar for youth centre activities and events is prepared and developed based on the wishes of the youth, and in consultation with staff.
- Under the guidance of supervisor, assist in development and facilitation of workshops on self esteem, self confidence, boundaries, and other psycho-educational workshops.
- Collaborate with CDCSS staff and external agencies to accesses specialized facilitators to conduct workshops in relevant areas (grief, domestic violence, etc.)
- Provide direct and comprehensive care and assistance to youth with specialized and complex needs through individual sessions, using listening skills, conflict resolution, group work, providing referrals for addictions and mental health,

providing education and information on various subjects such as family dynamics, gender identity, relationships, bullying and others that may arise.

- Schedule or conduct follow-up appointments/evaluations with youth and at times their families
- Assess, evaluate, plan, and revise youth care/support
- Encourage open communication among youth when discussing issues, problems, or concerns, centre rules and safety, and youth issues in a safe and welcoming environment
- Ensure commitment to quality, youth safety, and risk management initiatives by following policies and procedures set out by the Agency
- Provide education and one-one support to youth and families
- Demonstrate cooperation with staff members in order to ensure efficiency of care and support for youth
- Protect the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately
- Other duties that may arise

Job Requirements

- Diploma in a field appropriate to the position (Social Work, Child and Youth Care), a combination of 1 experience and education considered.