



Prince George Native Friendship Centre

Our people make a difference in the community!

JOB DESCRIPTION

Job Title:	Life Skills Coach
Program:	My Way
Department:	Youth & Community Services
Reporting to:	Program Coordinator

SCOPE OF POSITION

This permanent full-time position requires an individual with an extensive knowledge of health and social determinants impacting vulnerable youth. The **Life Skills Coach** is expected to provide youth with the opportunity to heighten their abilities and demonstrate their capabilities in relation to inter-dependent living, employment readiness, job search, and social development. This program is designed to transition youth up to the age of 19; into adulthood by building on-going supports as youth develop independent living situations. This program provides young people with effective hands on life-skill trainings essential for self-reliance as an adult. This position is full time and reports to the My Way Coordinator.

QUALIFICATIONS

- Diploma in human services field or 2 years post secondary combined with related experience in youth care field;
- Experience in youth care field;
- Awareness of community services, resources, and systems;
- Experience in working with Aboriginal groups/communities in a cultural context;
- Certification: Lifeskills Coach, First Aid, Class 4 Driver's Licence, non-violent Crisis Intervention, Suicide Intervention, and Food Safe (or willing to obtain upon hiring and support of the PGNFC);
- Proficiency in written and verbal communications;
- Demonstrated knowledge of Child, Family and Community Services Act;
- Possess a demonstrated ability to work with a diverse clientele on an individual and group basis; and
- Ability to undergo a successful criminal record search.

SPECIFIC DUTIES (Include the following, however, other duties may be assigned as required)

Support and Direction to Youth:

- Establish and maintain a relationship with the youth involved in the program and provide support and supervision;
- Establish and educate regarding expectations and responsibilities and identify and target specific behavioral issues with individual youth;
- Provide a positive adult role model to support youth;
- Be available to advise, consult, and support youth, both individually and in groups;
- Appropriately refer youth to support services, available through both the PGNFC and the community;
- Maintain confidentiality and privacy of the youth within appropriate limits;
- Be an empathetic listener without being judgmental;
- Assist individuals to develop communication and interpersonal skills, individual responsibility and social awareness;
- Assist youth in developing plans that focus on their goals;

"Power of Friendship"

- Actively support them in their personal development, and provide coaching, encouragement, and assistance as required; and
- Advocate for youth and inform youth of their rights and responsibilities.

Lead Youth Driven Activities:

- Organize, facilitate Life Skills programming targeted to inter-dependent living, educational goals, employment readiness, job search, and social development;
- Coordinate, facilitate and supervise youth participation in certificate training, presentations, and workshops;
- Arrange, supervise, and participate in youth participation in activities, outings, camps, and special events that are educational-social-recreational-cultural appropriate;
- Provide leadership and support for educational-social-recreational-cultural programs through attendance, participation, enthusiasm, and other active positive contributions;
- Encourage youth to participate in community activities, available through both the PGNFC and the community;
- Promote an atmosphere where youth are able to grow, both personally and in their knowledge, skills, and abilities needed for their future; and
- Actively seek resource information and participation within the community.

Case Management and Reporting:

- Attend and actively participate in Integrated Case Management meetings as required;
- Complete intake and assessments and track youth's personal development and plan of care;
- Complete monthly tracking summaries for youth participating in the program; and
- Collect statistical information for each youth relating to component completion, as well as any activity, outing, camp, and special event that youth participate in for contractual purposes.

Crisis Management:

- Respond to emergency and crisis situations and assist in the mediation of disputes and/or conflicts between youth or with the program;
- Respond appropriately according to the non-violent Crisis Interventions strategies in crisis situations; and
- Be ready, willing and able to respond to suicide crisis intervention needs.

Other Duties:

- Be conscious of issues related to child and youth in care;
- Ensure relevant cultural responsive services are included in approach with youth;
- Ensure there is awareness and integration regarding trauma informed practice;
- Keep current of Community Resources and make appropriate referrals;
- Be aware of all current and relevant legislation and community services related to child and youth care;
- Attend and actively participate in staff meetings as well as development workshops, professional workshops, and conferences related to the position;
- Actively assist the staff team in the development and review of program components;
- Initiate and follow through with the development of personal and professional skills as negotiated in this process;
- Take responsibility for personal time and stress management; and
- Other duties, as required.

Revised February 1, 2019 by GB.