



Prince George Native Friendship Centre

Our people make a difference in the community!

JOB DESCRIPTION

The Prince George Native Friendship Centre (PGNFC) delivers programs and services through a lens of reconciliation, as we have been doing since the inception of the PGNFC for the past 50+ years. A key component of this journey is ensuring the voices of each person is heard and included in our trauma informed and culturally dynamic approach; this perspective is critical to reconciliation. We respect and honour people's stories as they share their experiences, perspectives, and beliefs in the direction we are taking as an organization; we view this as a strengths-based process, where we build upon the multitude and diversity of existing strengths.

Job Title:	Adult Life Skills Worker
Program:	House of Friendship Outreach Program
Department:	Supportive Housing
Reporting to:	Coordinator

SCOPE OF POSITION

This position requires an individual with knowledge of health and social determinants, specific to our community. The position provides outreach and support to adults who are part of Community Living BC. The Life Skills Worker works in a team environment and is expected to provide specific support to individuals with adverse abilities and support their journey to inter-dependent living, employment readiness, job search, and social development. This position provides outreach in community and provides day to day support, crisis support, referrals to community based programming, skill training and development. The position is required to work flexible hours providing service including evenings and weekends. This position is full time and is required to be part of the on-call crisis response system.

KEY RESPONSIBILITIES:

- Establish a trusting, non-judgemental, non-exploitive rapport.
- Continual support, advocacy and role modelling.
- Ensure that each person is empowered through their own participation in planning for their immediate and long term needs.
- Provide training and facilitate group and individual interventions.
- Assume the Key worker role for people in the program.
- Advocate for them when accessing services, resources or other agencies to meet their needs.
- Liaise with professionals, agencies, the community, family and friends.
- Work with families/nations/cultural ties as needed to encourage reconnection.
- Participate in the planning and implementation of personal wellness plans for all participants in the program, under the direction of the Program Coordinator.
- Attend Case Management Meetings,
- Assist to assess their needs, and to begin to meet these defined needs in a manner which will assist the transition to stability, and independence.
- Provide information regarding services and opportunities available to them and actively promote client involvement in the community.
- Educate clients about safe health practices.
- Provide a positive, safe and structured environment.

"Power of Friendship"

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

- Keep informed of their needs, current progress, plans of care and ensure all documentation, reading and reporting is updated and communicated daily.
- Assume the Key worker role for specific adults in the program.
- Through research and assessment in determining a plan for increased inter-dependence.
- Fulfill administrative responsibilities for clients by completing appropriate documentation and duties, relevant to their participation in programs.
- Ensure Confidentiality and Security is maintained at all times.
- Set up and attend Case Management Meetings, and any other meetings required
- Ensure PGNFC facilities are respected, cleaned and maintained after use.
- Participate and attend internal and community resources, agencies and meetings relevant to their plans for independence.
- Research and utilize community resources as per client needs.
- Keep accurate daily recordings, logging and tracking in client files, staff communication logs, client support logs etc.
- Answer phones, relay messages and answer questions regarding programming.
- Assist team with programming, meeting client needs, assisting in social, recreational, employment and educational opportunities.

OTHER DUTIES:

- Ensure equal access and support to other PGNFC programs to fulfill educational, social and recreational needs.
- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings, including staff meetings;
- Participate in other PGNFC activities as directed; and
- Other duties, as required.

Qualifications:

- A Diploma preferably in Community Social Services, Social Work or a combination of education and experience.
- Willingness and ability to work with at-risk adults in a variety of settings including their own residences/homes;
- Awareness of community services, resources, and systems;
- A basic knowledge of group facilitation, skill training and individual intervention techniques;
- Experience in working with Aboriginal groups/communities in a cultural context;
- Certification: First Aid, Class 4 Driver's License, Therapeutic Crisis Intervention, Suicide Intervention, and Food Safe;
- Ability to undergo a successful criminal record search.
- Must have experience of various community resources, services and systems or have awareness of how various community resources, services and systems can assist adults in need. Candidates must demonstrate the ability to use initiative and function independently. Candidates must be able to work well as a member of a professional team and to identify with policies and procedures of the agency.
- May encounter verbally abusive, aggressive and/or agitated individuals, and the ability to deal courteously, firmly, tactfully and diplomatically.
- Strong knowledge of and experience with professionalism and ethics with community members that face multiple barriers.
- A thorough appreciation, awareness, working experience and sensitivity of Indigenous history and culture, as well as a thorough understanding of the complexities of working with diverse populations.
- Ability to work flexible hours providing service including evenings and weekends.