



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

## **JOB DESCRIPTION**

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<b>Job Title:</b>	Life Skills Worker(s)
<b>Program:</b>	Residential Services (Friendship Lodge, Ketso Yoh and Tse'Koo Huba Yoh)
<b>Department:</b>	Supportive Housing Initiatives
<b>Reporting to:</b>	Coordinator

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### **SCOPE OF POSITION**

The Life Skills worker will:

- Work with all tenants residing at Friendship Lodge, Ketso Yoh, and Tse'Koo Huba Yoh;
- Assist residents to develop a profile of the personal skills needed to become self-sufficient; and
- Assist residents to develop secure independent living skills.

### **QUALIFICATIONS**

- Grade 12;
- First Aid Level I Certificate;
- Suicide Intervention (or be willing to obtain);
- Therapeutic Crisis Intervention (or be willing to obtain);
- Valid Class 4 Driver's License (or be willing to/qualified to obtain); and
- Minimum of two years recent related experience; or, equivalent combination of education, training and experience.

### **DUTIES**

**Specific Duties** (Include the following, however, other duties may be assigned as required)

- Provide support to individuals residing at the facility;
- Gain knowledge and understanding of resident needs through collaboration with the team;
- Deal with the public, service agencies and professionals involved in the support of their residents i.e. mental health, A&D Counsellor;
- Assist residents to identify the life skills needed to become independent;
- Provide one-on-one and group workshops and presentations;
- Provide information on community services to assist residents with life skills and employment;
- Assist residents to identify employment skills needed for financial independence;
- Promote and support opportunities for community partnerships to ensure integrated support and an appropriate continuity of services;
- Assist residents to access all other resources to improve basic life and employment skills, including all PGNFC programs and community resources;
- Work in accordance with the mission and philosophy of the PGNFC;
- Develop and implement an action plan with the resident and other support services to ensure delivery of medical care, counselling, training, basic needs, longer-term housing, as well as address any other issues that may render them at risk of homelessness;
- Support residents to improve daily living skills such as hygiene, meal planning and preparation, housekeeping, finding employment, maintaining appointments, budgeting, and obtaining longer-term housing;
- Advocate for residents to service providers, landlords, and to the broader community;
- Motivate and facilitate participation in programs;

*"Power of Friendship"*

- Encourage residents to interact with a variety of external service groups;
- Identify service gaps to the Program Coordinator;
- Participate as a team member with other staff to ensure a clean, safe, and caring environment;
- Interview potential residents by gathering information and determining suitability;
- Ensure safety of residents and the premises by investigating disturbances, dealing with emergencies, and reporting safety issues;
- Diffuse volatile situations through methods such as non-violent crisis intervention techniques;
- Document interactions with residents, maintains statistical data, completes individual files, charts and forms accurately;
- Document monthly progress reports and carry out updates on a quarterly basis; and
- Orientate new tenants by reviewing tenancy agreement, standards, and giving tours of facilities.

## **REPORTING**

- Develop personal development plans with residents based upon their individual needs;
- Track and report all resident progress, referrals and follow-ups; and,
- Report immediate concerns to the Program Coordinator.

## **OTHER DUTIES**

- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings, including staff meetings upon invitation;
- Participate in other PGNFC activities as appropriate;
- Janitorial and light maintenance duties as required; and
- Other duties, as required.

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equivalent combination of education, training and experience.

## **KNOWLEDGE and ABILITIES to:**

- Area resources and agencies;
- Work with individuals who are disadvantaged and from diverse backgrounds;
- Work well independently and with others;
- Teach/motivate;
- Communicate effectively both verbally and in writing;
- Operate related equipment/technology;
- Understand and maintain appropriate client/worker boundaries;
- Carry out planned activities in a professional manner; and
- Prioritize and perform duties in an organized manner.

*Revised January 30, 2019 by MD.*