# PGNFC_vector2Prince 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;
* 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.*