

****EMPLOYMENT OPPORTUNITY ****

Position Title: Access Worker, Youth Around Prince (YAP) youth services hub
Terms: Part-time – 20-25 hours per week
Salary: \$13.50-\$14.00/hour, depending on education and experience
Location: Prince George, BC
Start Date: As soon as possible. **First shortlist on Dec. 6th, 2017.** Open until filled.
Reports to: Youth Around Prince Coordinator

Organization Profile

The YMCA of Northern BC serves 20,000 people of all abilities, background, and stages of life in Prince George, Vanderhoof, and Northern British Columbia. We are a growing, multi-service association that offers health, fitness, recreation, licensed child care, rehabilitation services, community support services, and summer camp. The YMCA of Northern BC offers the opportunity to join a strong and exuberant team in a workplace that embraces respect, honesty, caring, and responsibility.

Nature and Scope

Reporting to YAP's Program Coordinator, the Access Worker provides a wide range of emotional and practical support for at risk youth attending YAP's drop-in, and facilitates access to the wider range of services within the YAP hub as indicated. The Access Worker aids YAP's program coordinator identify, deliver, and measure programs and services that focus on empowering youth to make positive change. This position works from a minimal barrier, harm reduction perspective to build relationship and rapport with, and help meet the needs of, at risk youth.

Key Responsibilities

- Be present in YAP's drop-in access centre during all hours of operation, ensuring adequate supervision and safety for participants.
- Establish rapport and build positive relationships with at risk youth, including youth with varying levels of mental wellness, substance use concerns, challenging behavior, and complex health and social needs.
- Assess needs of at risk youth, informally or formally as indicated, and support youth to develop a plan to address priority needs. Assess changing needs and progress towards goals on an ongoing basis.
- Provide emotional and practical support to help youth meet needs, including food security support, hygiene, harm reduction supplies, housing, life skills information and programs, social opportunities, advocacy, and outreach/ accompaniment (as available and indicated).
- Work one-on-one with youth and their professional and informal supports to help achieve their goals and make positive change.
- Provide resource information and/ or referral and service bridging internally and externally, as indicated to help meet additional needs beyond the scope of the drop-in.
- Aid coordinator to develop youth-friendly group and life skills content (i.e.: community kitchen, support groups, special events) and implement relevant programs.

- Initiate and/ or participate in collaborative practice meetings to support at risk youth with complex needs.
- Monitor behavior, be aware of the dynamics between individuals, de-escalate conflict, deal with crisis, and assist other services and supports in the building.
- Share relevant information with other services and supports in the building, as indicated and appropriate.
- Perform administrative tasks such as completion of forms (intake, assessment, other), collecting statistics, informing reports, informing and implementing surveys and evaluation tools, contributing to and reading the communication book, etc.
- Work collaboratively as part of a multi-disciplinary team, including support to volunteers and students.
- Maintain a comprehensive directory of relevant resources for at risk youth, including on employment, housing, health, etc.
- Maintain a clean, functional, and welcoming environment, including cleaning, inventory, and replenishing supplies.
- Maintain YMCA core values and follow YAP protocols. Uphold Code of Conduct and Standards of Behavior.

Qualifications

- Diploma in relevant field (i.e.: social service) or educational equivalent
- Minimum one year related work and/or volunteer experience
- Demonstrated knowledge of and experience working with at risk youth
- Lived experience a major asset
- Strong personal and professional boundaries
- Commitment to low-barrier, non-judgmental, and harm reduction approaches
- Knowledge of relevant resources and commitment to ongoing learning
- Understanding of the impacts of colonization/ residential schools on Indigenous peoples
- Understanding of the impacts of violence/ abuse and trauma and the interconnectedness with mental health and substance use
- Basic computer/ office equipment proficiency
- Administrative competency (statistics, form-filling, record keeping, charting)
- Strong work ethic including regular attendance, punctuality, and appropriate attire
- Physical ability to complete the tasks
- Ability to work independently with minimal supervision and as part of a larger multi-disciplinary team
- Flexibility required to meet changing demands
- Satisfactory Criminal Record Check and clear Vulnerable Sector Search
- First Aid certification, Assist Suicide intervention training, Food Safe certification an asset
- Group facilitation training and/or experience an asset

Competencies

- ❖ **Negotiation/ Communication/Interpersonal Skills** - Able to speak, write, listen and secure information in a variety of settings. Have an ability to cooperate with others to achieve results and to create and build relationships inside and outside the organization.
- ❖ **Planning/Organizing** – Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long-term goals.
- ❖ **Problem Solving** – Ability to identify an issue, gathers and processes relevant information, determine possible solutions, selects appropriate responses and implements and evaluates them.
- ❖ **Service Strategy** – Ability to identify the needs and wants of members/participants as a priority and respond in an effective and timely manner to enhance every person’s YMCA experience.
- ❖ **Community Awareness and Understanding** – Demonstrates and promotes a personal understanding of and appreciation for the vision, mission and values of the organization.
- ❖ **Initiative/Enthusiasm/Innovation** – Ability to manage and lead in order to achieve and exceed identified goals.
- ❖ **Self-Management** – ability to appropriately manage one’s own emotions and strong feelings; maintain a calm and tactful composure under a broad range of challenging circumstances; and think clearly and stay focused under pressure. Encompasses self-regulation and mindfulness.
- ❖ **Teamwork/ Cooperation** – ability to work cooperatively and productively with others within and across organizational units to achieve common goals; demonstrate respect, cooperation, collaboration, and consensus-building.

HOW TO APPLY:

Please submit the following **three documents**:

- Cover letter
- Resume
- YMCA employment application located on our website at:
http://nbc.ymca.ca/wp-content/uploads/2017/08/nbcy_employment_application_aug2016.pdf

We will accept applications via mail, fax, or email, to the attention of:

Kevin Creamore, Coordinator of Youth Around Prince

YMCA of Northern BC

1160 7th Ave. Prince George, BC. V2L 3L6

Email: kevin.creamore@nbc.ymca.ca Fax: 250-565-4209

The YMCA of Northern BC thanks everyone for their interest in this opportunity. Only those selected for an interview will be contacted.