



KTC Child & Family Services

Youth Leadership Worker Job Opportunity Loon River First Nation



Summary:

The Youth Leadership Worker will assist in supporting the planning and implementation of youth development programs, coordinate with community services for events, and assist in volunteer management. Provides administrative support to youth navigators and associates. Ensures compliance with Awas'ak Wiyasiwêwin, policies, assists in budget preparation, and prepare program reports.

Duties and Responsibilities:

Assists the Youth Leadership Coordinator in the following:

- Direction and advising the Navigators in the planning and implementing of programs for youth development.
- Helping in the recruitment, training, and supervision of volunteers.
- Overseeing the development of leadership programs for youth and ensuring their effective implementation.
- Ensuring all programs and activities comply with the organization's policies and regulations.
- Assisting in the preparation of budgets and monitoring expenses.
- Preparing reports on program activities and progress.
- Reporting to the Youth Leadership Coordinator regarding Youth Leadership program submissions.
- Ensure youth programs include recreational wellness.
- Providing quarterly program report updates to the Executive Director.
- Assessing information from the Youth Navigators to determine ongoing suitability for the Youth Navigators program.
- Working collaboratively with the community programs, Founding First Nation (FFN) Departments and Band programming to ensure the youth are accessing appropriate resources.
- Works with the community at large as part of prevention strategy.
- Advocates for the individuals and families.
- Conducts home visits as deemed necessary.
- Provides crisis debriefing as deemed necessary.
- Works closely with local elders to ensure cultural component is integrated.
- Works collaboratively with the other programs and services, locally and regionally.
- Co-facilitate community engagement and leadership engagement on Awas'ak Wiyasiwêwin policy and program development.
- Other related duties as deemed necessary by the Youth Leadership Coordinator.

- Supporting youth in achieving their individual wellness goals and including supporting families accessing community and/or other prevention services and programs.

Education: A combination of education, training and experience. Experience in community services or youth programs and a related degree are preferred.

Skills & Experience:

- Excellent organizational and leadership skills.
- Strong communication and interpersonal skills.
- Ability to work with diverse groups of youth.
- Knowledge of youth development and leadership principles.
- Ability to handle multiple tasks and meet deadlines.
- Proficiency in Microsoft Office Suite and other relevant software.
- Experience in community services or youth programs is preferred.
- Basic understanding of Awaśak Wiyasiwêwin.
- Ability to deal with conflict resolution in a productive manner.
- Ability to work in team environment.
- Computer literacy.
- Knowledge on how colonization and trauma impacts First Nations people and families.
- Research and report writing skills.
- Maintain confidentiality.
- Ability to develop and maintain good working relationships with other First Nations programs, First Nations leadership, government officials and the general public.
- Strong communication (verbal and written) and organization skills.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle), submit a drivers abstract; **Intervention Record Check and Canadian Police Information Centre (CPIC) clearances (within 6 months);** submit to oath of confidentiality; personal telephone or access to telephone; a negative pre-employment alcohol and drug testing will apply; ability to speak and/or understand the Cree language a strong asset

Open until suitable candidate found

Please forward to: careers@ktccfs.ca

We thank all candidates for their interest; however, only individuals meeting the qualifications will be selected for an interview, and will be contacted.

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