



KTC Child & Family Services

Youth Leadership Worker (Navigator)

Job Opportunity

Trout Lake



Summary:

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

Duties and Responsibilities:

- Helping in the recruitment, training, and supervision of volunteers.
- 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.
- Ensure youth programs include recreational wellness.
- 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.
- Other related duties as deemed necessary by the Executive Director.
- 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 Awasak 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); **Please submit Intervention Record Check and Canadian Police Information Centre (CPIC) clearances (within 6 months) with resume;** submit to oath of confidentiality; personal telephone or access to telephone; current first aid certificate (note: training provided if required); be willing to adhere to agency drug & alcohol policy; ability to speak and/or understand the Cree language a strong asset. Alcohol and drug testing pre-screening will apply.

Salary will be based on academic & professional qualifications

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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