



SCHEDULE "A"

YOUTH SUPPORT WORKER

SUPERVISOR: CASSANDRA SMITH

DATE: APRIL 2019

VERSION 19.1

This position is focused on supporting the clinical team to delivery of the treatment elements of the recovery program of Westminster House Society. As the program has a substantial residential component, the employee must liaise in a professional and constructive way with the clinical team to ensure the youth receive coordinated and cohesive support.

SKILLS AND QUALIFICATIONS

- If in recovery, 18 months chemical free living
- A diploma in human/ social services or a related discipline or an acceptable combination of education and experience
- Educated in social sciences or human services or a related discipline is preferred; alternatively, a combination of equivalent education and work experience will be considered
- At least one (1) year recent work experience working in programs with youth who are deemed to be high risk, and/or involved in the justice system, and involved in harmful substance use, and their families/caregivers
- A valid addictions certificate from a recognized post-secondary institute is preferred
- Demonstrated group facilitation skills for youth who have complex needs and may be reluctant to engage
- Work or volunteer experience in a residential care facility or foster home model program
- Direct program delivery experience in the community social services sector, with a demonstrated working knowledge of social model programs
- Demonstrated proficiency in Microsoft Windows, Microsoft Office, and familiarity with databases

- Negative T.B test Clearance
- Food Safe Certification an asset
- Criminal Record Check for Children and Vulnerable Adults (Provincial)
- Clear Health Certificate
- Valid First Aid and CPR certification
- Class 5 or where required class 4 unrestricted driver's license
- Clear and Current Driver's Abstract.
- Detail oriented with strong problem solving and organizational skills
- Ability to develop and supervise committees and volunteers
- Strong written, communication and people skills
- Keyboard minimum 50 WPM
- Must be able to work on her own initiative and with minimum supervision
- Familiarity with the workings of not-for-profit organizations
- Excellent verbal, written communication skills
- Strong attention to detail and excellent organization skills

RESPONSIBILITIES

- Administer medications and adhere to MCAP policy and procedures
- Monitor phone and fax messages as well as carry out clerical functions as needed such as faxing telephone, filing, computer, data entry, photocopying, etc.
- Share with other team member's previous experience, skills, and knowledge, which may be relevant to the team in providing its service
- Works closely with the Clinical Manager to support the goals identified in each youth's service plan
- Develops and implements appropriate plans, strategies, and activities that will address their complex needs, strengthen their protective factors and provide a sense of stability in the program
- Provides close supervision and support that will assist youth to achieve their individual goals, maintain their motivation to make safer choices, and develop new interests and connections.
- Maintains on-going positive relationships with Family
- Teaches life skills and community survival skills, provides emotional support and models acceptable behavior
- Engages youth in acceptable recreational and social activities in the community
- Develops collaborative relationships with youth's families/caregivers, significant others and informal support systems to maintain and strengthen these connections

- Responds to placement emergencies; recognizes potential crises, analyzes these situations accurately and implements strategies to deal with them, and informs the manager when such situations arise. Provides on-call and duty coverage
- Ensures that all records, reports, and documentation pertaining to service delivery are accurate, complete and in compliance with Westminster House policies and procedures
- Establishes strong connections to the community, including maintaining close working relationships with all formal and informal service providers.
- Adheres to all policies and procedures and meets the performance expectations of the position
- Exercises the responsibilities of the position in a manner consistent with the philosophical approach and mandate of the program
- Performs other related duties as required
- Participate in events, fundraising activities, and clinical supervision

Hours are 32 - 40 hours per week and must available to work evenings and weekends.

Please apply directly to asha@westminsterhouse.ca

We would like to thank you in advance for submitting your resume to Westminster House. Once we have your resume and since we have a look through applications as they come in, we'll be in touch if we would like to meet you for an interview.

Unfortunately, days are short, and applicants are many, so we won't have time to meet everyone. If we don't feel we're a match we will let you know by email in due course.

Kind regards,

WESTMINSTER HOUSE SOCIETY

www.westminsterhouse.ca

604-524-5633