



## **NIIJKIWENDIDAA ANISHNAABEKWEWAG SERVICES CIRCLE (NASC)**

### **Job Description: Indigenous Youth in Transition Support Worker**

<b>POSITION TITLE:</b>	Indigenous Youth in Transition Support Worker
<b>PROGRAM:</b>	Indigenous Youth in Transition Support (Child Welfare & Protection)
<b>REPORTS TO:</b>	Executive Director
<b>TERM:</b>	Maternity Leave September 18, 2023 – September 13, 2024
<b>DEADLINE:</b>	Friday, September 22 <sup>nd</sup> , 2023

#### **POSITION OVERVIEW:**

As a Support Worker within the Indigenous Youth in Transition Support Program, this role provides support to youths aged 16 to 24. The primary focus of this position is to assist with a successful transition out of the child welfare system into adulthood with help developing goals, identity, cultural access, housing, education, employment, and developing other important life skills.

#### **RESPONSIBILITIES:**

- Serve as a first contact for youth in the Child Welfare system when they reach age 16 and conduct intake to determine their needs and appropriate support.
- Assist youth in accessing safe, affordable housing.
- Assist youth with obtaining appropriate internal and external community services.
- Provide ongoing support and advice in many aspects of the client's life including employment, housing, community involvement, financial aid, health care, life skills, and social support.
- Visit prospective housing with clients and advocate for their specific housing needs with landlords and housing providers.
- Work closely with community agencies to ensure all eligible youth have access to available programs and support networks.
- Plan and facilitate group and one-on-one sessions with program participants.
- Provide professional case notes and reports in a timely manner.
- Create and maintain detailed records related to case management.

- Attend and participate in weekly staff meetings, training sessions, and other staff development opportunities, as required.
- Other duties as required.

#### **WORKING RELATIONSHIPS:**

**Internal Contacts:** NASC Management, co-workers, volunteers, clients, and Circle of Board.

**External Contacts:** Community agencies, emergency services, and other regional service providers.

#### **TRAINING, EXPERIENCE AND QUALIFICATIONS:**

- Diploma or degree in Social Services, Social Work, Psychology, or related field.
- Demonstrated experience working with youth in both group and one-on-one settings.
- Strong working knowledge of the issues affecting indigenous youth.
- Experience providing outreach and advocacy.
- Experience with conflict resolution.
- Demonstrated crisis intervention training and experience.
- Knowledge of MS Office Suite.
- First Aid and CPR Certificates.
- C.P.I.C Records Check.
- Valid G Driver's License.

#### **CORE VALUES, COMPETENCIES AND CHARACTERISTICS:**

- Excellent problem-solving ability
- Strong sense of empathy and compassion
- Exceptional interpersonal skills
- Ability to work in emotionally charged situations
- Sense of discretion and tact
- Excellent organizational ability
- Strong oral and written communication skills
- Ability to work under pressure
- Ability to prioritize work and competing demands

#### **WORKING CONDITIONS:**

Job responsibilities take place in a climate-controlled office environment with some regional travel to client sites and community agencies. Must have valid driver's license and ability to work overtime when needed. Minimal physical activity such as climbing stairs or lifting items weighing up to 20 lbs. may be required. Extensive time spent sitting at a desk and working at a computer or on the phone. Potential for stressful interactions and conflict situations exists daily.

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, customer, or operational requirements.*