

Shibogama Youth – Determining Our Pathways to Success

Job Description Youth Outreach Coordinator

Project Description:

Through the means of this 6-year project, Shibogama youth will be supported as agents of change as they work together to develop the recommendations to inform the education and social services systems change that is necessary for their future success and well-being. Fortified with new skills in leadership and community development, these future leaders will continue to hold the systems accountable to these recommendations for years to come.

Position Summary

The Youth Outreach Coordinator (YOC) works with the Project Coordinator to meet the deliverables of the project. The YOC plays a key role in being the connector with youth to engage them in project activities. The YOC also works collaboratively with other youth program staff members in linking Shibogama youth with services and activities that support their overall well-being while attending school in Sioux Lookout.

Supervision

The YOC reports directly to the Project Coordinator of Shibogama Youth – Determining Our Pathways to Success.

Duties and Responsibilities

1. Youth Outreach Activities:

- a. Plan, coordinate and facilitate outreach activities that are intended to identify, capture the attention and interest of, and foster the involvement of Shibogama youth in project activities.
- b. Develop and maintain an effective working partnership with the Shibogama Youth Council to support capacity building and continuity.
- c. Implement effective strategies to engage youth and their caregivers in identifying issues and barriers and solutions in meeting educational goals.
- d. Interact with Shibogama communities and other relevant stakeholders to determine ways to meet the requirements of youth attending high school away from home, including those with complex needs.
- e. Facilitate connections between youth and their communities to increase access to supports available and build positive connections.
- f. Maintain a positive, supportive professional relationship with youth, while providing guidance and support as needed for youth who may be experiencing challenges being away from home or from other causes.
- g. Work with other youth program staff to assess individual youth interests, abilities and adapt the programming accordingly.
- h. Work closely with community-based youth outreach workers to plan local outreach activities and provide peer support and mentoring.
- i. Connect youth with existing support systems, community programming, events, and other resources relevant to their needs and interests.

- j. Provide emotional support as needed for youth who are being affected by trauma (historic, current, and intergenerational), providing immediate referrals to those who are in immediate crisis.
- k. Respond appropriately to youth who are experiencing suicidal ideation and/or demonstrating suicidal behaviours and other acts of harm.
- l. Act as an advocate with youth when they are not receiving the services they require.
- m. Motivate youth to participate in available services and scheduled activities.
- n. Consult regularly with YWBT and SESS staff to maintain an effective and consistent system of communication in terms of youth activities, service needs, program updates and recommendations.

2. *Development, Implementation and Evaluation of Programming*

- a. Be flexible in meeting the needs of the youth, in terms of location and method of delivering activities, hours of service, as well as innovation in practices and approaches that are suitable for the youth involved in the project.
- b. Prepare and post schedules well in advance of programming and other events monthly, posting a current calendar at the youth centre and on social media.
- c. Use social media and other promotional strategies to ensure that youth and their families are aware of activities taking place.
- d. Consult with Elders, Traditional Knowledge Keepers and Cultural Practitioners to cultural elements in various aspects of the project.
- e. Provide youth access to spiritual/religious activities, based on their individual needs and belief systems.
- f. Support the coordination of gatherings, outdoor activities, and field trips for youth according to organization policies and procedures.
- g. Participate in the development and implementation of an effective evaluation system (e.g., surveys, evaluation forms after activities).
- h. Work collaboratively with other youth services staff in ensuring that the youth centre and other spaces/locations used for programming are maintained according to safety and public health standards.

3. *System Navigation, Collaboration and Community Partnerships*

- a. Develop linkages and maintain effective working relationships with other community services/agencies, including Shibogama community Choose Life programs, to facilitate contacts and services for youth.
- b. Establish and maintain community contacts to build partnerships and community support service collaboration for the planning and delivery of programming and special events.
- c. Provide opportunities for intergenerational connections through programming and special events (e.g., Elder visits).
- d. Work with community partners in arranging spaces, scheduling events, and acquiring necessary equipment.
- e. Act as an advocate/liaison with youth when they require assistance in addressing systemic barriers.

- f. Coordinate and facilitate outreach activities involving the youths' communities as identified in project workplan.

4. Other Activities Related to the Interprofessional Team

- a. Work closely with other Shibogama staff in a cooperative and effective manner.
- b. Develop and maintain respectful, cooperative working relationships with other services in the community; ensuring necessary collaboration with local stakeholders to meet the deliverables of the project.
- c. Maintain strict confidentiality guidelines as per organization policies and procedures.

5. Documentation

- a. Complete all required documentation and statistical activities.
- b. Ensure accurate and timely completion of progress notes, as per agency policy, on client record keeping systems.
- c. Ensure accurate and timely completion of all other administrative documentation including time sheets, expense claims, vacation and time off requests, and training requests.
- d. Cooperate with requests of completion of other documentation that may be required from time-to-time.

6. Performance Management and Professional Development

- a. Adhere to organization's policies and procedures.
- b. Participate in ongoing professional development and mandatory training.
- c. Actively engage and participate in supervisory process, including performance reviews as per the organization's human resource policies.

7. Other Duties as Assigned

- a. Participate in team meetings and debriefing, as directed.
- b. Participate in agency activities, e.g., special projects, committee work, special events, etc.

Required Qualifications, Skills and Abilities

Training and Qualifications

- Post secondary education in social services, youth services and/or recreation. Other education/training/experience relevant to the position will be considered.
- Minimum two years' recent experience supporting Indigenous youth in a mental health counselling setting, providing recreational programming and/or other relevant work experiences.
- Formal training in suicide risk assessment and intervention.
- Formal training related to trauma-informed practices appropriate to Indigenous communities.

Demonstrated Skills and Abilities

- Experience facilitating sessions for youth, using both Indigenous and mainstream approaches.
- Thorough understanding of Indigenous approaches to healing and wellness.
- Excellent communication skills: oral, written, and interpersonal. Fluency in Oji-Cree is preferred.

- Ability to maintain confidential student case notes and files.
- Ability to create and maintain effective partnerships with community resource people, guardians, boarding parents, and others involved in the care and safety of youth.
- Ability to organize and facilitate group activities for youth.
- Effective stress management strategies and positive coping skills.
- Skilled in time management and ability to prioritize work responsibilities effectively.
- Demonstrated skills in positive team contribution and collaboration.
- Ability to perform work duties independently, in an organized manner with minimal supervision.
- A commitment to personal wellness and substance-free living to act as a healthy role model for youth.
- Availability and flexibility to work evenings and weekends.
- Must be willing and able to travel as required to fly-in communities from time to time, as required.
- Successful candidate must provide a clean, current CPIC and VSS
- Must possess a valid driver's license and provide a current driving abstract.