



<b>Job title</b>	<b><i>Youth Outreach Worker</i></b>
<b>Reports to</b>	<b><i>Program Supervisor</i></b>

### **Job purpose**

Under the authority of the Program Supervisor of Biwaase'aa, the Youth Outreach Worker (YOW) is responsible for implementing the In-School and After-School components of Biwaase'aa. These programs provide youth ages seven to eighteen (7-18) with activities that promote culture, physical activity, healthy eating and nutrition, positive personal development and literacy & numeracy support.

### **Duties and responsibilities**

Duties and Responsibilities will include, but will not be limited to the following:

- Program Management**
  - Implements programs that contain cultural, educational, recreational and social components within the In-School and After-School programs
  - Supports, promotes and implements programs that reflect the goals and objectives of Biwaase'aa
  - Plans and performs cultural presentations and sessions as required in schools and within the community
  - Plans and instructs a variety of physical activities and engages students in fun, recreational and life-long learning objectives
  - Provides guidance and works in conjunction with an After School Assistant in the After-school component of the Biwaase'aa program.
  - Ensures Program Supervisor is updated on important information pertaining to performance and overall services of the program staff and volunteers
  - Supervises youth attending the program and ensures a safe and respectful atmosphere amongst all participants
  - Assists in developing appropriate strategies to support youth in managing their behavior, to ensure a friendly and supportive atmosphere is maintained
  - Responds to the needs of youth and establish stable and consistent relationships with each youth and their families/caregivers
- Program Administration**
  - Reviews registration applications, talks to caregivers and ensures caregiver consent and safety forms are returned and filed appropriately
  - Records and maintains statistical information, including; number of children and families reached, number and type of activities provided daily
  - Develops and submits weekly/monthly reports containing statistical information to the Program Supervisor
  - Develops and provides detailed reports summarizing the month's activities and programming
  - Ensures proper sign in/sign out procedures are followed
  - Ensures that log books and required recordings concerning youth and/or parental/caregiver interactions are maintained throughout each day for incident reporting and future clarification purposes
  - Ensures and abides by health and safety policies of Shkoday and School sites
- Program Support**
  - Involves other service providers and agencies when planning, implementing and delivering projects
  - Ensures lunch and snacks are prepared and distributed on a daily basis for children/youth based on school procedures



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- Works cooperatively with others to foster and promote organizational team building, networking and support
  - Fosters and maintains positive and productive relationships with Principals, teachers, Elders, children, parents/caregivers, family, community and co-workers
  - Liaises with teachers, principal in planning in-school and classroom activities
  - Ensures principal or designate, is aware of schedule and when Biwaase'aa staff are in/out of building
4. Training and Professional Development
- Demonstrates knowledge and adheres to Shkoday Abinojiiwak Obimiwedoan Personnel Policies and Procedures and Biwaase'aa Program Operations Manual
  - Attends all Shkoday Abinojiiwak Obimiwedoan staff meetings and recommended professional development
5. Other Duties
- Maintains a clean, organized and clutter-free learning space; Ensures safe storage of equipment and supplies
  - Compiles a list of supplies/materials needed and submit for approval in accordance with procedures
  - Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations

## Qualifications

- Diploma/degree in the Community Services field (Child and Youth Worker, Recreation and Leisure, Social Service Worker, Early Childhood Educator, etc.) and/or at least two (2) years equivalent working experience
- Actively involved in and knowledge of Anishnaabe Culture and traditions and experience working with Indigenous persons
- Current certification in Standard First Aid and Level "C" CPR is required
- Vulnerable Sector Check, TB Skin Test and Immunization Record are required and will be a condition of employment
- Knowledge of the Child & Family Services Act
- Ability to speak Ojibwe/Cree considered an asset
- Ability to work flexible hours
- Ability to effectively interact and relate to children and their families
- Creative problem solving skills
- Excellent organizational skills and initiative
- Strong communication and interpersonal skills

## Working conditions

Shkoday is committed and legally obligated (via Ontario Public Health Directives and Regulations) to implement measures to protect its clients, staff and other stakeholders from COVID-19. To comply with its legal obligations, Shkoday has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required

The YOW will be working in a school setting which may involve both indoor and outdoor activities. The environment is a fast-paced, busy environment where many activities and noises happen at once, and the YOW will be responsible for supervising the youth at all times.

Traditional ceremonies, circles and medicines will be practiced, which may affect people who are sensitive to different scents.



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The work hours may vary and are generally 35 hours per week, unless prior approval has been authorized to exceed these hours.

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<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>September 2018</i>

