# MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION OPEN JOB ANNOUNCEMENT CHILD AND YOUTH WORKER Full Time Permanent

POSITION:	Child and Youth Worker
POSTING DATE:	March 13, 2024
ANTICIPATED START DATE:	As Soon As Possible
REPORTS TO:	Health and Social Services Manager
HOURS OF WORK:	Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m. Occasional evening and/or weekend work may be required to meet operational needs.

#### DUTIES:

The Child and Youth Worker will ensure that the health, safety and well-being of children and youth are upheld and protected, by promoting and enhancing family strengths, with a focus on prevention, early intervention and protection in partnership with individuals, families and communities, and that children/youth are cared for with respect of their cultural background and overall quality of life. This shall be achieved through proactive planning and the delivery of organized recreational, prevention, and social programs for children and youth, and families.

The role of the Child & Youth Worker will be to inspire children and youth by being a strong role model and by demonstrating with their actions the contributions children and youth can make to their community.

#### **KEY ACTIVITIES:**

- Develop and implement programming and activities focusing on aspects of healthy living, life skills and selfreliance, personal confidence, self-esteem and enhancement of cultural identity and drug-alcohol and prevention.
- Demonstrate and exemplify personal leadership qualities that embody self-responsibility, community building and positive life choices.

#### PROGRAMMING

- Plan, carry out and assess developmentally appropriate activities and experiences that promote the wellbeing of each child and that respect and reflect the diverse needs of children, youth and families.
- Ensure recreational, prevention and social programs and events incorporates and/or are reflective of MSIFN's culture and traditions.
- Implement life skills prevention workshops, youth service programs and other community and social service programs or refer to outside agency.
- Assist children and youth in expressing themselves by listening and responding with questions or comments that extend conversations and provide support.
- Ensure the child and youth environment is healthy and safe for all.
- Ensure positive and effective communication with parents/legal guardians.
- Build strong interpersonal relationships with children and youth one-on-one and in group settings.
- Coordinate programming and services so as to ensure safety for all participants and provide emergency or first aid assistance when required.
- Make referrals to internal and external agencies to support the overall wellbeing of the MSIFN.
- Provide lifestyle awareness information.
- Liaise with outside agencies and communities on programs relating to MSIFN children and youth.

- Develop and implement yearly community events (e.g. Easter, Halloween, Christmas).
- Engage with youth in the creation of an MSIFN Youth Council. Provide ongoing support and report on progress.
- Fulfill the mandate of the Healthy Babies Healthy Children Program by providing support to parents/caregivers during the prenatal period and extending up to the child's sixth birthday.
- Provide families with knowledge and support to enhance the family's ability to provide a nurturing home environment.
- Work with families to build on their existing strengths and empower them to make decisions while remaining non-judgmental and respecting values and beliefs of the families.
- Develop and implement a New Parent Support Program that promotes healthy child development.
- Work closely with the Community Health Nurse where medical support is required for young families.

### ADMINISTRATION

- Prepare an annual work plan for programming and activities for the Fiscal Year. Assess the plan throughout year and change as required.
- Adapt to changing priorities and activities related to programming and activities.
- Maintain client files, including preparation of intake, documentation and input in databases.
- Prepare correspondence.
- Maintain program statistics for the purposes of evaluation, research, and reporting.
- Maintain confidentiality at all times and adhere to privacy policies.
- Attend training and meetings outside MSIFN where required.

#### FINANCIAL MANAGEMENT

- Prepare annual financial budget and work plan related to the program.
- Prepare cheque requisitions and VISA reconciliations.
- Monitor budget expenses, ensuring programs are operating within the approved budget and address variance reports as required.
- Monitor incoming revenue from funding agencies and report any changes to funding to the Finance Department.
- Complete financial reporting specific to program funding sources.
- Identify and submit funding proposals as directed.

### **RELATED AND OTHER DUTIES:**

- Attend department meetings and any other internal meetings to provide updates on the status of the programming.
- Fulfill other responsibilities as determined by the Health & Social Services Manager.

### PAY RATE:

## \$33.45 – G1

### **MINIMUM QUALIFICATIONS:**

- Completion of a diploma in a related social services program (Early Childhood Education and/or Child and Youth Care Worker)
- Current First Aid and CPR certification
- Minimum 3 years of related work experience and 5 years of total work experience
- Supervising/Managing children/youth

### SPECIALIZATION REQUIRED:

- Valid driver's license and \$1M liability insurance
- CPIC/VSS acceptable to position upon conditional offer
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics

- Knowledge of legislation governing First Nations
- Knowledge of financial budgeting processes
- Proficient with Microsoft applications
- Knowledge of privacy legislation

- Knowledge of case work management and prevention processes
- Strong written and Oral communication skills
- Possess strong interpersonal skills and other skills that engage families and children/youth to seek services and participate in program activities
- Ability to work as part of a team and independently with minimal supervision
- Knowledge of children's recreation and social development programs
- Knowledge of local agencies that assist families
- Willingness to work outside normal business hours, when require or directed

#### **CONSIDERED AN ASSET:**

- Completion of a degree in a related social services program
- Knowledge of MSIFN programs and services
- Alternative Dispute Resolution training
- Cultural Sensitivity training
- Knowledge of Anishinabek culture
- Experience in managing budgets

#### PREFERRED EXPERIENCE:

Work experience with a First Nation or Indigenous Organization

TO APPLY:	Applications must be submitted online via our website: <u>www.scugogfirstnation.com</u> Or through the direct link: <u>https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/CYW2</u> Complete an application online and include resume and cover letter.
DEADLINE:	Will remain open until filled
QUESTIONS:	Melissa Freire – Human Resources Coordinator Phone: 905-985-3337 Ext. 236 Fax: 289-312-4647 melissa.freire@msifn.ca

Note: Consideration will be given to documented past employment performance, attendance and reliability History for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Indigenous" as defined in The MSIFN Recruitment Policy, will be given preferential consideration for any position.

# "An Equal Opportunity Employer"