



## VICTORIA YOUTH EMPOWERMENT SOCIETY JOB DESCRIPTION

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**Job Title:** Summer Opportunities Worker  
**Program:** Summer Opportunities Program- Alliance Club  
**Reports To:** Alliance Club Fulltime Reconnect Counsellors

### **Position Summary**

The Youth Empowerment Society is a non-profit community service agency offering support and services to youth and their families.

The Summer Opportunity Program operates during the summer months and is primarily a recreational based program for youth who access the Alliance Club. The Summer Opportunities Worker is responsible for organizing and implementing recreational, social and educational activities designed to meet the needs of youth accessing the program.

### **Duties and Responsibilities**

To perform the job successfully a Summer Opportunities Worker must be able to consistently perform each essential duty adequately. Other duties may be assigned.

### **Youth Engagement and Service Planning:**

- Works with youth and others when appropriate, to facilitate initial and ongoing assessments of individual needs of youth accessing the program.
- Facilitates referrals to appropriate community services, including identified medical, mental health, trauma, addictions, legal and family services.
- Provides direct on-site supervision and support of youth accessing the program.
- Provides behavioural management skills to best support youth and create a safe and stable environment.
- In conjunction with the program supervisor, plans, organizes and implements recreational, social and/or educational activities and programs designed to meet the needs of youth accessing the program.
- Provides a positive role model for youth.
- Encourages and facilitates the participation of individuals in the program.
- Plans activities that are seen by the youth and community as desirable and constructive.
- Supports youth to participate in the development and implementation of individualized short-term goals as appropriate.
- Provides crisis intervention and support for youth when required, particularly around issues such as suicidal ideation, mental health and addictions.
- Demonstrates a level of cultural sensitivity and understanding of the client population.
- Forms mutually respectful partnerships with persons served to address any issues and problems they face.
- Accepts the clients' rights to self-determination and individuality and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Demonstrates a youth centred strength based approach.
- Maintains a positive conviction about the capacity of people to grow and change.

- Sets appropriate boundaries, intervenes appropriately and maintains a helping role to meet the needs of the persons served.
- Recognizes persons with special needs and makes appropriate referrals.

#### **Program Development and Administration:**

- Maintains a collaborative and cooperative working relationship with other YES programs, agencies, professionals, ministries and the community.
- Collects client and program feedback from youth and stakeholders and initiates on-going program evaluation with youth and referral agents.
- Writes reports and attend staff meetings as required by the Youth Empowerment Society.
- Fulfills the requirements of health and safety policies and emergency procedures and protocols.
- Works respectfully in partnership with other team members in the Agency.
- Participates in supervision meetings with the Program Supervisor as required.
- Monitors and manages own attitudes, behaviours, well being, and professional development in relation to increasingly challenging client populations and complex or sensitive presenting issues such as trauma and abuse.
- Completes food inventory and meal preparation including the preparation of meat.
- Performs light housekeeping and basic maintenance duties.

#### **Professional and Personal Qualifications**

The requirements listed below detail the knowledge, skill, and/or ability required to perform the duties and responsibilities of the job.

The worker will need to demonstrate a good standard in a number of the competencies listed within the agency's competency framework. A summary of the competencies has been attached to this job description. The knowledge and skills required to demonstrate these competencies are integrated into the role of this position. The achievement of competencies is reviewed within the performance recognition and development plan.

#### **Education:**

- Preference will be given to post-secondary students returning to their studies in Child and Youth Care, Social Work or in a related Human Services field.

#### **Required Experience:**

A minimum of 2 years experience which includes:

- Knowledge and experience working with high-risk youth and their families.
- Experience working with high-risk youth in a counselling or other helping capacity.
- Experience with community based programs and related community support systems.

#### **Knowledge:**

- An understanding of child and adolescent development.
- An understanding of brief assessments, counselling and intervention approaches.
- Established practice in maintaining appropriate and confidential boundaries and other basic counselling ethics.
- Demonstrated awareness of community resources for youth and families.

#### **Skills and Abilities:**

- Demonstrated ability to work constructively and cooperatively in a team setting.
- Demonstrated ability to use basic engagement techniques and evidence-based counselling approaches.

- Skills to conduct and apply intake screenings, on-going assessments and crisis response.
- Ability to apply professional ethics to the general work situation.
- Ability to establish and maintain effective collaborative and constructive liaisons/relationships with a variety of individuals and groups, including clients and families, ministries, other agencies etc. and provide effective community referrals.
- Maintains timely and accurate documentation, consent, confidentiality and duty to report practices.
- Prepares and delivers appropriate, clear and concise oral and written communication
- Ability to perform basic computer and Internet skills.

**Conditions of Employment**

- The hours of work are 35 per week.
- Must have clearance from the *Authorization for Criminal Records Search* prior to commencing employment.
- Must possess a valid Emergency First Aid and Food Safe certificate.
- Follows the Code of Ethics, Mission Statement, and Policies and Procedures of The Victoria Youth Empowerment Society and abide by the relevant rules and reporting guidelines as set out by the Ministry for Children and Families and other appropriate governing bodies.

**Special Working Conditions**

- This position is required to work in a stressful environment often dealing with groups of youth and youth in crisis situations.
- This position requires flexibility in work hours.
- There may be moderate exposure to undesirable environmental working conditions which may require certain safety precautions i.e. client aggression, exposure to client health issues etc.
- Much of this position requires working in an outreach and community based capacity.

**Salary and Benefits**

- The salary rate for this position is \$\_\_\_\_\_ per hour, payable every second Friday.

I have read the job description and understand what is expected of me as a Summer Opportunities Worker for the Victoria Youth Empowerment Society.

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Employee Signature

\_\_\_\_\_  
Date