

### **Job Description**

POSITION:	Waankii Yendam Worker (Youth In Transition Worker)
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full Time
DATE APPROVED:	

### **JOB PURPOSE**

Reporting to the Team Supervisor, the Waankii Yendam (Youth in Transition) Worker (YITW) are responsible for providing safe and supportive functions to youth, children and Alternative Care Providers supported by Nogdawindamin Family and Community Services.

### **KEY JOB FUNCTIONS**

#### **Support Functions**

To provide a variety of services that support youth in Alternative Care settings.

- Assess the needs of young people, planning, linking and delivering programs related to areas such as life skill development, health and fitness, smoking, drugs, education, employment services, violence, relationships and housing
- Mentor, coach and support individuals to facilitate personal, social and educational growth in young people as well as encouraging greater social inclusion
- Build positive relationships/rapport with youth to encourage healthy lifestyle alternatives
- Reinforce conflict resolution, positive communication, household respect through positive reinforcement, role modeling, and supportive listening
- Build positive relationships with related community agencies/partners
- Assist youth in developing a day program (school, life skills, job, etc.) and follow up with youth to support continued goal-planning
- Provide referrals and follow-up support to outside services (legal, medical, educational and employment) Provide advocacy for youth and direction to existing services when deciding to leave Alternative Care settings
- Work with the youth and their Alternative Care family to assist in relationship building
- Set up service team meetings with Alternative Care Providers, workers and First Nation service providers to discuss the general progress of the youth and any concerns or significant changes
- Identify and model connections between the youth and those who are identified as meaningful and beneficial to them while the child is in an Alternative Care setting
- Complete all pertinent data for case records and reports, including case management notes, case histories and other correspondence
- Assist staff in coordinating and setting up facility for training, programming or special events
- Ensure appropriate inventory is available for programming
- Provide administrative support when requested or required

#### **Relationship and Team Building**

To work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strength based, child focused practice while assisting families to build their capacity in providing safe and nurturing environments for the Youth.

- Demonstrate behaviors, actions and attitudes that are consistent with Nogdawindamin's vision, mission and values
- Provide opportunities for the enhancement and development of a positive cultural identity for the Youth, families and communities served
- Ensure appropriate communication and consultation with Supervisor at appropriate times

## Waankii Yendam Worker (Youth in Transition Worker)

- Ensure effective and professional communication with all internal and external service providers including, Alternative Care Homes, the police, schools and medical professionals
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

### **Administration and Reporting**

To complete administrative functions, reports and adhere to Agency policies, procedures and relevant practices.

- Work in compliance with the Occupational Health and Safety Act and any other legislation
- Develop and maintain a detailed work plan of activities
- Ensure confidentiality and safekeeping of Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

### **Other Duties**

- Other duties as required and assigned

## **QUALIFICATIONS**

### **Minimum Education**

- Child & Youth Worker or Social Services Diploma

### **Minimum Experience**

- Two (2) years of direct experience in a Social Services Agency

### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge and understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Basic knowledge of the Child and Family Services Act (CFSA)
- Expert knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of the stages, process and milestones of normal development of children from birth to adolescence
- Knowledge of dynamics and issues facing children in Alternative Care Settings

### **Special Skills**

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Strong organizational and administrative skills
- Sound computer skills
- Demonstrated proficiency in crisis intervention, conflict resolution, mediation and problem solving
- Proven ability to work with Youth and First Nation communities
- Adherence to professional code of ethics and Seven Grandfather Teachings
- Ability to work with and meet strict timelines
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to take initiative
- Ability to deal with highly sensitive and personal information and maintain the appropriate safeguards for the confidentiality of Agency information and client records
- Ability to speak Ojibway is preferred and a definite asset
- Strong commitment to the Anishinabe children and their families

## Waankii Yendam Worker (Youth in Transition Worker)

### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and be able to travel

### **WORK SITE LOCATION**

The position (s) will be based out of the Nogdawindamin satellite offices in the individual First Nation communities of Atikameksheng Anishnawbek and Head Office in Batchewana First Nation.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Waankii Yendam Worker will typically be in a home or office setting with regular meetings with youth, families and other professionals. The Waankii Yendam Worker is frequently required to operate a computer, file and retrieve written documents and work over time when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Waankii Yendam Worker will be required to travel to meetings and home visits within the District.

The Waankii Yendam Worker positions can be described as multi- tasked within a fast-paced, high-volume and demanding environment. The Waankii Yendam Worker absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view which can be mentally challenging. As a result, this position is more emotionally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings and home visits.

Non-physical demands include a work environment where the noise level is usually low to moderate, but may be loud on occasion. The nature of the position may expose the Waankii Yendam Worker to moderate levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

The Waankii Yendam Worker may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

### **TECHNOLOGY & EQUIPMENT**

Computer, Photocopier, Telephone, Fax Machine, Cell Phone

### **SUPERVISORY RESPONSIBILITY**

This position is not required to supervise any staff.

### **KEY RELATIONSHIPS**

#### **Internal**

The position requires interaction with the Team Supervisor, Child Welfare Workers, Cultural Department, Administrative Assistant and other Agency staff when required.

#### **External**

The Ministry of Child and Youth Services, Children's Aid Societies, other First Nation communities and all service related agencies within the First Nation that respond to child welfare service delivery needs.

## Waankii Yendam Worker (Youth in Transition Worker)

### **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin reserves the right to modify job duties or the job description at any time.

### **SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

---

Signature of Employee

---

Date