

The **Portal Youth Outreach Association** provides advocacy and outreach support to youth at risk in the Annapolis Valley. *Our Vision is that the Annapolis Valley would be a place where all youth have a safe, supportive, and loving home.* We work towards that vision by reducing the number of youths experiencing homelessness through a collaborative community approach with other youth serving organizations and making access to services simple, relational and timely.

We strive to provide support for youth and families from a strengths-based and relationship-based perspective. Given that many youths face multiple and complex challenges, working from a trauma informed lens is critical. Employees need to come prepared with this training and perspective or participate in such training. Our work is youth-centered and youth-engaged with the hope that youth have choice in the direction of their lives.

If you love working with youth, we consider this to be one of the best jobs in Nova Scotia. We are seeking compassionate, engaging individuals that are ready to journey with a young person as they take steps forward, face challenges, and find their place in their community.

### **Interim Life Skills Coordinator - Supportive Living Program**

The Life Skills Coordinator will work as a team member, to deliver the Supportive Living Program within a home location in Middleton, NS. The home accommodates as many as 6 youth and provides staff and programming support for gaining life skills, mental wellness and finding belonging in the local community.

Reports to: Supportive Living Program Manager  
This position does not have direct reports

**Job Scope:** Full time term position based on 37.5 hrs/ week to cover a maternity leave

**Wage range:** \$22.50 per hour to start, increases to \$23.00 per hour upon successful completion of 3-month probationary period.

#### **CORE COMPETENCIES:**

- **Planning and Organizing**
- **Time Management**
- **Facilitation**
- **Problem Solving and Conflict Resolution**
- **Accountability and Dependability**
- **Ethics and Integrity**
- **Budgeting and Financial Management**
- **Mediating and Negotiating**
- **Communication**
- **Flexibility**

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**RESPONSIBILITIES:**

1. Meet with the core planning team weekly to design weekend schedules and routines that facilitate youth engagement and support client goals.
2. Work closely with staff to deliver programming and develop youth engagement skills.
3. Facilitate recreation and learning opportunities that reflect your unique skills, talents and hobbies. Attend events or outings with youth as required.
4. Facilitate life -skill learning through:
  - a. Meal planning, food preparation and grocery shopping in accordance with the Canada Food Guide and Safe Food Handling guidelines
  - b. Time and money management programming.
  - c. Oversee house cleaning and/or delegate to staff. Create minimum standards and processes that can include clients' learning objectives.
5. Facilitate reflective conversations about life choices and goals with 1:1 youth engagement or in groups.
6. Monitor safety and security of the house and its members.
7. Provide listening support and model emotional regulation.
8. Respond calmly in accordance with policy and procedure to crisis such as medical emergencies, suicide attempts, self harm, or violence.
9. Encourage youth to adhere to their own goals, boundaries, and the community expectations.
10. Model healthy lifestyle choices, respectful communication, and clear boundaries.
11. Provide regular reports to Wellness Coordinator (Case Manager) and SLP Manager.
12. Attend weekly team and training meetings. We will do our best to schedule within working hours, however due to complex scheduling these may not always fall within your scheduled shift but require attendance.
13. Attend professional development as directed.
14. Orient Casual Relief Staff in daily procedures: programming, house maintenance, and youth engagement.

**QUALIFICATIONS:**

1. Commitment to teamwork and personal development.
2. Experience working with youth in a community-based setting; personal life experiences are a definite asset.
3. A grasp on their own personal story and experience, having worked through their own trauma, addictions, or emotional challenges as it related to the work with vulnerable youth.
4. Knowledge and understanding of youth, family, community, social and historical factors, discrimination, trauma, and its impact on youth development.
5. Knowledge, understanding and experience in working with culturally and socially diverse youth.
6. Demonstration of experience in working from a strengths-based and relationship-based perspective.
7. A valid driver's license and access to a reliable vehicle may be required.
8. Certification and/or willingness to train in ASIST, Trauma Informed Care, Non-violent Crisis Intervention, and First Aid.
9. Working knowledge or certification in safe food handling
10. Trauma informed approach

## **BENEFITS**

Based on the employment status, the Portal Youth Outreach Association offers its employees a wide range of benefits such as Extended Health, Dental, and Life Insurance. Additionally, the Portal provides 10 personal days (for physical or mental health), 10 vacation days, and Employee and Family Assistance Programs. Benefits are accessed after the mandatory 3-month probationary period.

## **WORKING CONDITIONS**

Your personal resilience and ability to act decisively and with sound judgement in routine matters or crisis situations is critical. Our work in the community, at the Portal, and in our homes or housing programs differs substantially from traditional office settings, where you will facilitate and maintain an awareness to provide safety and security for youth, visitors, employees, and the public. While we take precautions, children and youth may demonstrate pain-based responses where Nonviolent Crisis Intervention (NCI) techniques may be required to ensure a safe environment. We provide training and coaching to all staff to provide the best support for youth and a satisfying experience for staff.

Portal Youth Outreach Association is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel. We welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

## **SUPPORT AND PERFORMANCE REVIEWS**

Staff will creatively approach their role with a set of program guidelines and job expectations within the policies of the organization. Support will come from one's peers, supervisor, and collaborative teams. You can expect to set your own goals within your program, exercising your strengths and unique contribution. Our hope is to help you to grow and develop as a unique individual while we celebrate unity amid diversity. Performance reviews occur annually in alignment with Portal Youth Outreach Association's Human Resources guidelines

## **ADDITIONAL INFORMATION**

The candidate for employment with the Portal must be able to submit a clear police records check, a clear report from a Child Abuse Registry Check, and be willing to have references checked, and be willing to adhere to strict confidentiality requirements. The candidate will have a valid driver's license and have regular access to a vehicle.