

Life Skills Coordinator Job Posting

Compensation: \$23.00 Hourly (Full-Time)

Hours: Full-time, shift-based (weekends, and holidays as required)

Application Deadline: March 30, 2026.

Reports To: Supportive Living Program (SLP) Team Lead

About The Portal

The Portal Youth Outreach Association supports at-risk youth across the Annapolis Valley by reducing barriers and ensuring relational, timely, and compassionate access to essential services. Our Supportive Living Program provides youth with safe, stable home environments where they can build routines, develop life skills, and receive consistent, caring support as they move toward long-term independence.

We believe that strong relationships, predictable environments, and dignity-first practice are essential to meaningful change. Our team works collaboratively to ensure youth feel safe, seen, and supported as they navigate their goals.

Role Summary

The Life Skills Coordinator is a frontline role within the Supportive Living Program, responsible for delivering structured life skills programming alongside relational, day-to-day support. This role focuses on helping youth build practical skills, confidence, and independence through consistent engagement, modeling healthy adult relationships, and supporting predictable routines within the home.

Life Skills Coordinators do not hold supervisory authority but are expected to model strong practice, professionalism, and accountability. You will work closely with Supported Living House Staff and collaborate with the Client Services Lead on programming, while operating under the oversight of the SLP Team Lead.

This role blends structure with compassion, offering steady guidance while recognizing each youth's strengths, challenges, and lived experiences.

Intended Impact

The purpose of this role is to support youth in developing the skills and confidence needed for independent living. Through consistent life skills programming, relational engagement, and trauma-informed support, Life Skills Coordinators contribute to:

- Youth feeling safe, respected, and supported
 - Predictable and stable daily routines
 - Increased confidence in daily living skills
 - Reduced crisis moments through preventative, relational practice
 - Meaningful progress toward youth goals related to housing, education, employment, wellness, and relationships
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What You'll Do

- Build trusting, respectful relationships with youth through consistent presence and engagement
 - Deliver and support structured life skills programming, including:
 - meal planning and preparation
 - grocery shopping and budgeting
 - personal care and hygiene
 - household routines and responsibilities
 - time management and organization
 - Model healthy communication, boundaries, problem-solving, and emotional regulation
 - Support youth through challenges, conflict, and transitions using trauma-informed and strengths-based approaches
 - Maintain consistent house routines, schedules, and expectations during assigned shifts
 - Facilitate recreational, educational, and skill-building activities aligned with youth interests and goals
 - Accompany youth to appointments, community activities, and outings as required
 - Complete accurate and timely documentation, including shift notes and incident reports
 - Communicate clearly with the SLP Team Lead and collaborate with the broader Supportive Living team
 - Uphold safety protocols, crisis response procedures, and organizational policies
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What Success Looks Like (30 / 60 / 90 Days)

30 Days:

You've completed onboarding and required training, understand your role, scope, and professional boundaries, and are learning house routines, documentation standards, and life skills programming models. You engage positively with youth and the team and are recognized as a calm, supportive presence.

60 Days:

You demonstrate consistency and growing independence in delivering life skills programming and relational support. Documentation is accurate and timely, you communicate proactively with the

team, and you contribute to preventing escalations through predictable routines and relationship-based practice.

90 Days:

You work confidently and independently within your role, consistently delivering quality life skills programming and support. Youth demonstrate measurable progress in routines and skill development. You are a trusted, reliable member of the team who contributes to stable house environments and effective collaboration.

Qualifications

You can qualify through education or experience. We value lived experience and trainability.

Option A – Education route (any of the following):

- Diploma/degree in Human Services, Social Services, Social Work, Psychology, Criminology, Child & Youth Care, or related field.
- Other diplomas/certifications that could be a good fit with supplemental training (CCA, PSW, Educational Support or Assistant Diploma, Developmental Services Worker program, Disability Support program, Addictions Worker Diploma, Peer Support Certification, Mental Health Recovery Promotion)

Option B – Experience route (any combination that shows readiness):

- ~2+ years relevant experience (supported living, shelters, youth work, group homes, outreach, peer support).
- Lived experience relevant to the role (e.g., housing instability, system navigation) paired with strong boundaries and readiness to work within policy and safety protocols.
- Demonstrated experience delivering or supporting structured programming or skill-building activities

Knowledge & Skills:

- Strong understanding of trauma-informed and strengths-based practice
- Ability to remain calm, grounded, and effective in challenging situations
- Strong communication, documentation, and organizational skills
- Ability to work collaboratively within a team environment
- Sound judgment, reliability, and professional boundaries

Certifications (required or willing to obtain):

- First Aid/CPR Level C
- ASIST or safeTALK
- NVC/MANDT, Food Safety, and WHMIS are considered assets

Other Requirements:

- Clear Criminal Record Check and Vulnerable Sector Check
- Child Abuse Registry Check
- Valid driver's license and reliable transportation with \$2 M liability insurance coverage
- Comfort with basic technology, including email and digital documentation

Our Practice Standard (Trauma-Informed Care)

- Trauma-Informed Care (TIC) means we prioritize safety, choice, collaboration, trustworthiness, and empowerment in every interaction. In your cover letter, please describe a time you demonstrated TIC in practice—how you preserved dignity, reduced harm, and supported informed choice during a challenging situation.
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Schedule

This is a full-time, hourly position. Weekdays from Noon – 8 pm. Additional shifts may include Weekends or Holidays based on program needs within Supportive Living Program homes.

Diversity, Equity, Inclusion & Belonging

The Portal Youth Outreach Association is committed to creating a workplace where all individuals feel valued, respected, and supported. We celebrate diversity and prioritize equity, inclusion, and belonging across our programs, teams, and community partnerships. Candidates of all backgrounds and lived experiences are encouraged to apply.

How to Apply

- Submit your resume and cover letter to candy@portalyouth.ca with the subject line: **“Life Skills Coordinator – [Your Name]”**
- **Application Deadline:** Open Until Position Filled

Your cover letter should briefly explain:

- Why this role and The Portal's mission matter to you
- Your experience delivering or supporting life skills programming or structured youth programming
- A time you supported someone using a trauma-informed, dignity-first approach
- How your education and/or experience meet the qualifications listed above