

Life Skills Coordinator - Kentville Main St. House

Reports to: Supportive Living Program Manager

Scope: Full-time Position

Direct Reports: This position does not have direct reports

Wage: \$22.50 per hour, increasing to \$23.00 per hour upon completing the 3-month probationary period.

Our Mission

At The Portal Youth Outreach Association, our mission is to support and empower at-risk youth in the Annapolis Valley by providing advocacy and ensuring easy, relational, and timely access to essential services. We envision a community where every young person has a safe, supportive, and loving home.

As a Life Skills Coordinator in the Supportive Living Program, you will work closely with the team to create and deliver engaging activities and life skills programming. Your role will involve facilitating recreational and educational opportunities, supporting clients with daily living skills, and ensuring a safe, supportive environment. You will help clients achieve their personal goals, promote mental wellness, and foster a strong sense of community.

Responsibilities

- **Program Design and Implementation:** Collaborate with the core planning team to design and implement engaging schedules and routines that support client goals and promote youth engagement.
- **Facilitation of Recreational Learning Opportunities:** Organize and facilitate activities that reflect clients' unique skills, talents, and hobbies. Accompany clients to events or outings as required.
- **Life Skills Development:** Provide comprehensive support in daily living activities, including meal planning and preparation, grocery shopping according to the Canada Food Guide and Safe Food Handling guidelines, adequate time and money management, and maintaining a clean living environment.
- **Reflective Support and Goal Adherence:** Engage clients in individual and group discussions about life choices and goal setting. Encourage adherence to personal goals, set boundaries, and meet community expectations.
- **Emotional and Crisis Support:** Offer listening support and model emotional regulation to respond calmly to crises following the Portal's policies and procedures.
- **Model Healthy Behaviours:** Model healthy lifestyle choices, respectful communication, and clear boundaries to support clients' personal development.
- **Reporting and Documentation:** Provide regular updates to the Wellness Team Lead and Supportive Living Program Manager.
- **Team Collaboration and Professional Development:** Attend team and training meetings and participate in professional development opportunities as directed.

Requirements

- Must have a clear Criminal Records Check and Child Abuse Registry Check.
- Commitment to maintaining strict confidentiality in all aspects of work.
- Flexibility and willingness to work occasional evening and weekend hours as required.
- Possession of a valid driver's license and reliable access to a vehicle.

Qualifications

- 2-year diploma in Youth Work, Child and Youth Care, Addictions and Community Outreach, or equivalent training and experience.
- Degree in Social Sciences will be considered, with relevant experience working with youth aged 16-30.
- Experience working with culturally and socially diverse populations.
- Certification or willingness to train in ASIST, Trauma-Informed Care, Non-violent Crisis Intervention, and First Aid.
- Working knowledge or certification in safe food handling.
- Knowledge of youth development, social and historical factors, discrimination, trauma, and its impact.

Personal Attributes

- Commitment to teamwork and personal development.
- Strong time management, resilience, accountability, and ethics.
- Ability to manage challenging situations and work independently.
- Ability to handle emotionally challenging situations with a positive outlook and maintain composure in routine and crisis scenarios.
- Demonstrated experience applying a strengths-based philosophy and fostering positive, supportive relationships in professional settings.
- Strong skills in prioritizing tasks, managing time efficiently, and meeting deadlines.
- Proficient in mediating, negotiating, and conveying information clearly and effectively.
- Commitment to taking responsibility for tasks, planning, and organizing work effectively.
- Proven ability to work seamlessly with diverse teams, partners, and service providers.
- Capacity to adjust approaches based on varying youth needs and changing circumstances.
- Ability to maintain a trauma-informed approach, recognizing and addressing the impacts of trauma on youth.
- Genuine care and understanding of the experiences and challenges faced by vulnerable youth.
- Ability to identify challenges and proactively implement effective solutions.
- Awareness and respect for diverse cultural backgrounds and the ability to work inclusively with culturally and socially diverse youth.

Diversity, Equity, Inclusion and Belonging

The Portal Youth Outreach Association fosters a workplace environment that embraces diversity, equity, inclusion, and belonging. We celebrate all individuals' unique perspectives and contributions, creating a culture where everyone feels valued and respected. Our commitment to diversity enriches our organization, fostering innovation, collaboration, and empathy across all facets of our work.

We actively promote diversity, equity, inclusion, and belonging in our daily practices and initiatives at The Portal Youth Outreach Association. This includes cultivating a workplace culture where every voice is heard, prioritizing professional development opportunities emphasizing diversity training, and engaging in community partnerships promoting equitable access to resources.

Working Conditions

The Life Skills Coordinator operates from our Kentville Main St. house. The role also involves transporting clients, arranging pickups, and engaging in various external activities.

The standard working hours are from 8:00 AM to 4:00 PM, or Noon to 8:00 PM, Monday to Friday. Occasionally, the role may require flexibility to accommodate meetings, events, and client interactions.

Ensuring the safety and security of youth, visitors, employees, and the public is a key aspect of the position. Nonviolent Crisis Intervention (NCI) techniques may be necessary to manage challenging situations and maintain a safe environment; training and coaching in these techniques are provided.

Support and Performance Review

At The Portal Youth Outreach Association, we foster a culture where staff are empowered to approach their roles creatively while adhering to organizational guidelines and job expectations. Support is readily available from peers, supervisors, and collaborative teams to ensure continuous growth and success. Staff are encouraged to set personal goals within their program areas, leveraging their strengths and unique contributions.

Performance reviews are conducted annually per our Human Resources guidelines. These reviews provide a structured opportunity for staff to set and review personal and professional goals. Feedback and support from peers and supervisors are integral to this process, guiding career development and ensuring alignment with organizational objectives.

Equal Opportunity Statement

The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.