

About Us

At The Portal Youth Outreach Association, we provide a variety of programs that serve youth experiencing homelessness or exploitation. Some of the programs are: Supportive Living Homes, Supported Apartments, and Youth Outreach Program. We are a vibrant team of professionals who work collaboratively within a network of community and government partners to achieve our vision; that the Annapolis Valley would be a place where all youth have a safe, supportive, and loving home.

Through our services, we journey with and support youth (16-24) to become interdependent and secure in the community, while providing for their basic needs of housing, nourishment, accompaniment and safety. We encourage youth to experience themselves within their communities, as well as be involved in a variety of activities to learn about themselves.

About Our Opportunity

The Supportive Living Program (SLP) provides congregate housing and support for youth in Kentville, Windsor and Middleton. A wrap around care team of staff will deliver various support at different levels of care. The (insert job title) are a valuable part of the team and provide youth engagement in recreation and other learning opportunities.

We consider this to be a highly rewarding career opportunity for people who care about creating a safe, inclusive community atmosphere for youth. We are seeking compassionate, creative individuals, who love to engage in learning and personal development. When you join our team, you will have the opportunity to participate in regular professional development, demonstrate your unique skills and grow in your ability to contribute to a vibrant, inclusive community.

Employment Equity

As a quickly growing organization we are working to deepen our awareness of our current workplace norms and policies so we can dismantle systemic barriers and harmful practices. We know that harm is likely to occur for people according to their race, cultural background, physical abilities, and gender expressions to name but a few.

Our goal is to be a diverse workforce that is representative, at all job levels of the people we serve. If you are a member of an equity seeking group, you are welcome to self-identify on your application so that our hiring process can be equitable and inclusive.

Job Description

Life Skills Coordinator Windsor, Kentville or Middleton - Supportive Living Program

The Life Skills Coordinator will work as a team member, to deliver the Supportive Living Program within Windsor, Kentville or Middleton locations. Each home accommodates as many as 5-9 youth and provides staff and programming support for gaining life skills, mental wellness and finding belonging in the local community.

The Life Skills Coordinator will report to the Team Lead and be supported by the SLP planning team as well as to the SLP Manager.

Responsibilities

- Meet with the core planning team weekly to design daily schedules and routines that facilitate youth engagement and support client goals.
- Work closely with all evening staff to deliver programming and develop youth engagement skills.
- Facilitate recreation and learning opportunities that reflect your unique skills, talents and hobbies. Attend events or outings with youth as required.
- Facilitate and/or coordinate life -skill and adolescent development learning through experiential programming that includes but is not limited to:
 - Meal planning, food preparation and grocery shopping in accordance with the Canada Food Guide and Safe Food Handling guidelines.
 - Household Management
 - Time Management *
 - Money Management *
 - Relationship Skills *
 - Emotion Regulation Skills *
 - Executive Functioning Skills *
 - Community Engagement
 - Self-discovery activities
 - Oversee house cleaning and/or delegate to evening or night staff. Create minimum standards and processes that can include clients' learning objectives.
 - Facilitate reflective conversations about life choices and goals with 1:1 youth engagement or in groups.
- Taking the lead on creating a home environment that is inclusive, welcoming and uplifting through the intentional application of furnishings, design and decor, while facilitating conversations with members about their preferences and needs.
- Monitor safety and security of the house and its members.
- Provide listening support and model emotional regulation.
- Provide shift change communications.

- Attend weekly team meetings (may occur outside of regular shift hours)
- Respond calmly in accordance with policy and procedure to crisis such as medical emergencies, suicide attempts, self harm or violence.

* Weekday staff only

Requirements

Education:

- 2 -year Youth Work Dip., Child and Youth Care Dip., Addictions and Community Outreach dip. or equivalent training and experience.
- Degrees in Social Science will also be considered in combination with an internship or experience working with youth (16-24).

Other training assets:

Safe Food Handling

Peer Mentoring

Non Violent Communication

Motivational Interviewing

Transformative or Community Mediation

Five Core Competencies (MANDT, ASIST, NVCI, Mental Health First Aid and First Aid AED Level C).

Trauma Informed practice

Equity and inclusion training or equivalent

Inclusive language training or equivalent

Please list any relevant training, with dates completed on your application.

Professional Experience:

Two years minimum experience working with youth aged 16-24. This includes youth who are (or are at risk of being) homeless, trafficked/exploited, are engaged with the criminal justice system, have behavioral disorders and are seeking equity.

Essential to your success in this role is awareness of a trauma informed approach, and understanding of physical, psychological, and emotional needs of equity seeking youth. You must have knowledge and understanding of historical factors such as discrimination and trauma and its impact on youth development. You must have an understanding and experience working with culturally and socially diverse youth and demonstrate experience working from a strengths-based and relationship-based perspective.

Personal and life experience:

We welcome applicants who are well developed, emotionally mature people who demonstrate some of the following traits.

- Have experience working with youth in community based settings.
- Demonstrated understanding and experience working with culturally and socially diverse youth.
- Are committed to teamwork.
- Demonstrate a proven ability to emotionally regulate under stressful situations.
- Have the ability to listen empathically without moral evaluation or judgment.
- You work to understand your own upbringing, beliefs, biases and privilege.
- You are highly responsible and aware of your own trauma responses.
- You are engaged in the local community.
- You are a self- directed motivated learner.
- You demonstrate experience working from a strengths and relationship-based perspective.

Pay Rate: 22.00/hr.

Job Type:

Kentville Position

Mon-Friday Full time 37.5 hours (1-9pm)

Sat & Sun 16 hours (8am-4pm or 6:45am-2:45pm)

Windsor and Middleton Positions

Mon-Friday Full time 37.5 hours (1-9pm)

Sat & Sun 7:45-am-4pm

Benefits

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

Additional Requirements

- Up to date clear criminal record checks and child abuse registry
- A valid driver's license and access to a reliable vehicle may be required
- Positive professional references

- Adhere to strict confidentiality requirements
- In accordance with changing requirements with COVID-19 and other contagions, the Portal will update its health and safety protocols as needed.

Working Conditions

Your personal resilience and ability to act decisively and with sound judgment in routine matters or crisis situations is critical. The PYOA workplace differs substantially from traditional office settings, where you will facilitate and maintain an awareness to provide safety and security for youth, visitors and employees. While we take precautions, youth may demonstrate trauma-based responses where Nonviolent Crisis Intervention (NVC) techniques may be required to ensure a safe environment.

We expect staff to be able to respond with calm and compassion while acting in accordance with policy and procedure to crisis such as medical emergencies, suicide attempts, self harm or violence.

Support and Performance Review

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 some of 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 in the midst of diversity.

Application closing date:

Interview dates:

Employment start date: