



SIKSIKA MEDICINE LODGE

EMPLOYEE JOB DESCRIPTIONS

Job Title:	CHILD YOUTH WORKER	Number of Positions	Open until filled
Location:	SIKSIKA MEDICINE LODGE	Travel Required:	AS REQUIRED
Salary Range:	To Be Negotiated	Position Type:	FTE/CASUAL

SUMMARY OF POSITION

The Child and Youth Worker (CYW) is part of an interdisciplinary team that serves high risk First Nations, Métis & Inuit youth, and their families and are committed to the rights of the youth and their families. The CYW respects First Nations cultural identity and diversity while working towards the Vision and Mission of the Siksika Medicine Lodge Youth Wellness Centre. Under the direction of the Team Leader, the CYW is responsible for providing appropriate role modelling, general supervision and management of behaviour in a residential setting. The CYW helps to prepare and implement Individualized Treatment Plans (ITP) that addresses the immediate needs of the client.

As a frontline worker, the CYW provides ongoing contact and support when the youth needs it. The CYW is non-judgmental, compassionate and able to build trusting relationships with youth, consequently, self-awareness and emotional maturity are essential characteristics of this role. The CYW helps manage inappropriate and/or destructive behavior, including verbal aggression by helping the youth to negotiate positive choices and empower them through cultural programming.

ROLES AND RESPONSIBILITIES

Include but may not be limited to the following:

DUTIES AND CLIENT SUPERVISION

- Modified work schedule that includes shift and weekend assignments
- Medication administration according to policy and Certified Addiction Counselor (CAC) standards
- Ensure daily resident schedules and routines are followed by clients
- Ensure client Individualized Treatment Plans (ITP) are completed at the following review periods: initial (2 weeks from intake), 30, 60, and 90 day reviews, discharge report, and any additional documentation
- Ensure goals and objectives from ITP's are followed through
- In conjunction with the Team Lead and/or Treatment Team create and maintain a Individual Treatment Plan for their primary clients
- Ensure ITP's are reviewed with client's and the goals and objectives are supported
- Ensure staff to client ratio meets SML Health and Safety policies
- Provide hands on support in the academic setting as per the instructors requests
- Participate actively in supervisory meetings, team meetings, retreats, planning sessions and designated in-service training as required
- Provide active and awake supervision to all youth during the scheduled shift: during activities on/off the premises, on appointments, planned events etc.
- Guide client's with conflict resolution skills and problem solving strategies
- Ensure all administrative offices and the facility is kept clean and organized at all times
- Completion of clerical duties as required
- Follow all SML Safety protocols found in the Policy and Procedures Manual
- Consistently applies reinforcement to positive, adaptive behavior; applies natural or logical consequences to undesirable behavior; actively and appropriately intervenes when disruptive conflict situation occurs, in

a flexible, non-coercive approach

- May be called upon to assist in additional duties related to program operations

DOCUMENTATION AND COMMUNICATION

- Complete communication logs, progress notes, documenting clients' stated needs, counseling sessions attended and case conference information for each shift
- Document all pertinent information in client files (either written or electronic)
- Ensure incident reports are completed and submitted to the Team Leader within 16 hours of the incident
- Monitor inventory of equipment, supplies, resources etc. required for the provision of services and report any deficiencies to Team Leader
- Ensure all administrative offices and the facility is kept clean and organized at all times
- Complete data entries and reporting on computers as required by specified deadlines
- Attend staff and team meetings for the purpose of updating and providing recommendations as it pertains to clients and staff development
- Responsive to reading and responding to internal electronic communications in a timely manner
- Ensure CYW training requirements are kept current according to accreditation and licensing standards
- Responsible for a variety of tasks associated with program functioning including meal preparation, cleaning, and transportation of youth
- Communicate effectively and maintain good relationships with family members, social workers and stakeholders
- Facilitate case and conference meetings with stakeholders
- Ensure training requirements are kept current with accreditation standards

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma along with completion of a 3 year community college or university program in child and youth care, or completion of a 3 year community college or university program in Addictions.
- A minimum of two years experience working with children in a treatment setting, group home, hospital, school board, etc.
- Specialized courses or training in Drug & Alcohol treatment with youth, is an asset
- Must have a valid Class 4 driver's license
- Must pass & renew CPIC- Vulnerable Sector Check & Child Intervention Record Check, annually
- Current Standard First Aid and CPR training, is an asset
- Applicants must also lead a healthy lifestyle & promote their own wellness and an interest in promoting First Nations cultural based programming

Mandatory Training Requirements

Must be willing and able to complete all the following trainings:

- PMAB (Prevention and Management of Aggressive Behaviour) Certification Training
- ASIST (Applied Suicide Intervention Skills Training)
- Crisis Intervention/Restraint Training
- Quality Improvement and Outcome Training
- Diversity/Cross Cultural Training
- Aboriginal Awareness Training
- Medication Administration Training
- Fire Extinguisher Handling Training
- Infection Prevention and Control Education Training
- Food Safety Training
- Valid Standard First Aid including CPR Level C / AED Certification, required
- Must work towards obtaining certification through a recognized organization such as: CCPC, CACCF, FNWAC in order to work with youth in the area of counseling

<p>KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED</p>
<ul style="list-style-type: none"> • Strong leadership, interpersonal and communication skills required • Demonstrate empathy towards others in all interactions • Adhere to the Siksika Medicine Lodge Policy and Procedure Manual • Demonstrate effective problem solving and conflict resolution skills • Excellent organizational and time management skills • Knowledge and understanding of First Nations Culture and Tradition as a foundation to healing • Competent with common business software such as MS Word, Excel, Power Point, Outlook, Databases • Proficient written and verbal skills including computer based report writing • Ongoing training towards Certified Addiction Counsellor II (CAC II) • Abide by Alberta and Canadian Child Youth Worker Code of Ethics • Proactive, forward thinking, and able to anticipate needs and plan accordingly • Provide positive encouragement and support with ethics and confidentiality in both client counseling and the work relationships • Lead and model as an effective team member • Demonstrate and practice a healthy lifestyle • Provide and receive constructive suggestions to enhance the structure and operation of SML • Ability to manage crisis situations effectively and work independently and within a multi-disciplinary team environment • Experience working with youth who demonstrate challenging behavior • Attendance and punctuality required • Knowledge of community self-help groups such as AA, al-Anon, NA, etc. • Implement and maintain a structured environment that fosters the development of appropriate level of personal and social functioning for each youth • An effective, mature and appropriate role model for each youth to utilize in his/her growth • Work effectively with other members of the treatment team in providing a therapeutic environment • Use a strength based approach to guide client’s with coping and conflict resolution skills and problem solving strategies • Intervene in crisis situations with a strength based approach • Develop and maintain good relationships with family members, social workers and stakeholders
<p>WORKING CONDITIONS</p>
<ul style="list-style-type: none"> • Shifts include: as posted on the schedule- during the week/weekends • Regularly lifts/ moves objects/ files up to 10 pounds and occasionally moves/lifts objects in excess of 50 pounds (ie. Restraining or moving a young person during an outburst or physical threat). • Requires completing household tasks such a meal preparation or laundry; entering information on records, etc., participating in recreation activities with youth
<p>ADDITIONAL REQUIREMENTS</p>
<p>As a staff member of an organization involved in accreditation, the incumbent is required to participate fully in the accreditation process which may involve being assigned to a self-assessment team, completing the self-assessment process, and addressing recommendations in the accreditation report.</p> <p>The Siksika Medicine Lodge acknowledges the importance of promoting a safe environment for clients and employees within the organization, therefore all employees are responsible to follow safety guidelines and policies</p>

as a means of reducing risk and fostering attention to continuous quality improvement.

All employees of the Siksika Medicine Lodge must adhere to a strict confidentiality policy and will be required to sign an Oath of Confidentiality.

SALARY COMMENSURATE WITH QUALIFICATIONS

All applicants will be screened according to suitability. Only those considered for an interview will be contacted. Interested applicants please submit your resume with a covering letter, three (3) written job related letters of reference and a current Criminal Records Check to Yvonne Olivier, Executive Director, above address/fax, or email yvonneo@siksikamedicinelodge.com
