



School District 8
Kootenay Lake

Group: CUPE

Title: Youth and Family Worker

Dept.: Inclusive Education

Location: School

Position Description:

Youth and Family Workers work under the general direction of a teacher in the school, and under the supervision of the principal/vice-principal. Youth and Family Workers build meaningful connections with students, fostering open communication and emotional well-being. Youth and Family Workers working along with the school-based team to provide assistance in educational settings with behavioural intervention, academic progress and family dynamics for students with diverse needs. As part of the student support team, the Youth and Family Worker promotes and maintains a safe, caring and inclusive school environment.

Reports To:

Principal or Designate

Direct Reports:

N/A

Duties & Responsibilities:

- Participates in the assessment, design, implementation, and monitoring of interventions for students in collaboration with the school-based team.
- Assists in the development, implementation and evaluation of behaviour programs in collaboration with the school-based team.
- Provides academic support.
- Assists students transitioning into the school system and/or into the work environment, including ongoing monitoring and discussing progress with teachers and/or employers.
- Assists with planning, implementing, and monitoring behaviour support programs including observation, record keeping and follow-up.
- Assists with planning, organizing, participating, and supervising recreational, social, vocational, educational, and work experience activities.
- Responds to emergent issues and concerns by assessing situations, identifying appropriate responses, and recommending resources and assistance.
- Intervenes in crisis situations, and assists with the development and implementation of appropriate supportive strategies.

- In collaboration with the school-based team, assists with developing and facilitating workshops, lectures and/or presentations for students, staff and/or parents i.e.: consent, naloxone training, seizure training for friend groups or staff.
- Establishes and maintains regular communication with students and families in collaboration with the school-based team.
- In collaboration with the school based team, establishes and maintains communication with school staff, community, service providers and outside agencies based on student needs.
- Communicates with school, family and community resources as determined in collaboration with the school-based team; initiates team meetings as and when required.
- Acts as a resource and team member to school-based team and committees (i.e. staff meetings, student reviews, IEP reviews, case management updates, critical incident teams, risk assessment, intake, and probation conferences).
- Assists with planning, organizing, participating, and supervising recreation, social, vocational, education or work experience activities, as required in collaboration with the school-based team.
- Collects data and maintains accurate records of individual and group programs in collaboration with the school-based team.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Education & Experience:

- Grade 12 diploma, or equivalent.
- Graduation from a two-year Human Services Diploma with a Child & Youth Specialty, or completion of at least a two-year level of post-secondary education in a related field (eg: Child and Youth Care, Counselling, Social Work, Mental Health).
- First Aid Level 1
- A valid Class 5 BC Driver's License.
- Two years' experience working with youth and families in a school or community setting.

Skills, Knowledge and Abilities

SKILLS:

- Proficiency in building relationships.
- Strong collaboration and teamwork abilities.
- Work in a dynamic setting with changing priorities.
- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Proactive and initiative-driven mindset.
- Effective communication, organizational and time management skills, along with attention to detail.

KNOWLEDGE:

- Working knowledge of current office software programs, with the ability to learn other software programs/add-ons.

- Understanding and awareness of diversity.
- Working knowledge of WHMIS and WorkSafe BC occupational health and safety regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others.
- Working knowledge of the provincial and district child abuse, FIPPA, and Duty of Care protocol and reporting procedures.
- Working knowledge to provide educational support in academic subjects as per school level (i.e.: elementary, middle, and/or secondary).

ABILITY:

- To multi-task, prioritize, self-motivate, and meet deadlines.
- To communicate effectively both orally and in writing.
- To establish and maintain positive, effective work relationships in a team environment at all times.
- To be flexible, adaptable, and resilient to change.
- To explain information clearly to others.
- To use office equipment (e.g.: printers, photocopiers, computers) at a basic level.
- Physical capabilities, stamina, and coordination suitable for working in a K-12 school setting.
- To use technology to assist students.

RESPONSIBILITY:

- Effectively interact and establish professional rapport with students.
- Maintain professional relationships with community partners, families, and School District staff.
- In collaboration with school-based team, implement courses of action to support youth and their families to engage in education and other applicable supports.
- Maintain a high level of confidentiality.

WORKING CONDITIONS:

- Relatively equal balance of standing/walking and sitting to accommodate students' needs.
- Briskly walk on occasion and participate in outdoor recreational activities in all types of weather and various terrain physically assist students using lifts and transfers.
- May be exposure to challenging behaviours.
- Interaction with bodily fluids as well as youth under the influence of substances.
- Work may be within a climate-controlled indoor facility or outdoors in various weather conditions.
- Ability to work with children/youth in a variety of settings.
- Focus/concentrate for long periods of time.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

Key Relationships:

Good working relationships with:

- School District 8 Staff
- Students
- Parents
- Outside agency professionals
- General Public

Next scheduled revision: Fall, 2029

Reviewed and Agreed: May 5, 2024
Reviewed: February 2002