



# Fort Babine Youth Worker

## Employment Opportunity

<b>Position Title:</b>	<b>Fort Babine Youth Worker</b>
<b>Reports To:</b>	Health Director
<b>Hours:</b>	35 hours per week
<b>Wage:</b>	\$29.39 - \$35.00 per hour <i>(starting wage commensurate with experience)</i>
<b>Status:</b>	Full-time   Permanent
<b>Start Date:</b>	ASAP
<b>Benefits:</b>	Comprehensive benefits package   RRSP matching
<b>Location:</b>	Fort Babine, BC

*At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.*

### **JOB SUMMARY**

The Fort Babine Youth Worker position is a leadership role that focuses on ensuring the health and wellness of youth, through both increasing general awareness of safe, healthy activities and events as well as planning and implementing Youth programs.

### **OVERVIEW OF DUTIES & RESPONSIBILITIES**

*These duties and responsibilities are intended to give an overview of this position's regular activities and are not intended to create barriers or limits. Additional duties and responsibilities may be assigned as necessary.*

#### **Operations**

- Work collectively with health department or others in the delivery of organized activities and events for Youth (Scheduling, age groups, etc.)
- Provide activity schedule for review by Supervisor
- Ensure all property is maintained at an optimal level of cleanliness and tidiness.
- Provide a safe, nurturing environment for youths.
- Document daily activities and submit detailed reports to Supervisor.
- Effectively communicate and document issues/ concerns of Youth with Parent/ Guardian
- Communicate repairs & maintenance requirements of Youth Centre to Supervisor.
- Distribute information on Youth programs & activities as required on multiple media including: bulletin boards and social media.
- Respect and protect the rights of clients, including but not limited to their right to independence, autonomy, and self-determination; their right to choose and practice individual values, beliefs,



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religion, and culture; their right to privacy and dignity; and their right to live free from retaliation, discrimination, and abuse.

- Promote the integration and acceptance of youth in the community.
- Maintain current knowledge of drug and food allergies and sensitivities of each individual.
- Maintain current knowledge and practice of all relevant plans, policies and procedures as established by Lake Babine Nation.
- Maintain and model appropriate personal boundaries with clients.
- Respect and protect the privacy of information relating to all company clients, employees, and business affairs.
- Liaise with Lake Babine Nation programs and community members to identify individual family and community cultural support needs to achieve mental, emotional, physical, spiritual and social well-being
- Maintain confidentiality over any and all health information.
- Any other duties as assigned.

### **Administration**

- Ability to develop and maintain recordkeeping systems and procedures
- Ability to gather data, to compile information, and prepare reports
- Ability to develop, plan and implement short- and long-range goals
- Ability to communicate effectively, both orally and in writing
- Skill in organizing resources and establishing priorities
- Team facilitation skills
- Computer skills using Microsoft Office suite (MS Word, Excel, Outlook)
- Creates annual work plans to support operations and personal/professional development.
- Submits timesheets, requests, and documentation according to policies and procedures.
- Participates in professional development to support career growth.
- Additional administrative-specific work

### **MINIMUM REQUIRED QUALIFICATIONS**

#### **Education, Experience, Certifications, Training**

- Two (2) years of work experience in administration and/or working with Youth.
- Valid driver's license.
- Social media experience.
- Ability to communicate in writing and verbally in a clear and professional manner.



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- Well organized with the ability to follow established processes (e.g. to-do lists, follow-up filing system).
- Ability to work independently with competence and accuracy.
- General fitness knowledge.

### Skills & Abilities

- In depth knowledge of local First Nation language and culture
- Possess strong interpersonal communication skills
- Possess strong conflict resolution skills
- Must be highly motivated and able to work independently with little supervision
- Must be highly motivated and able to work with youth; individual or in group setting
- Successful completion of a criminal records search within three (3) weeks of employment
- Organized with good time management skills.
- Strong observational skills to proactively identify hazards and ensure the safety of self and others.
- Ability to manage conflict and de-escalate situations with potentially agitated, upset, or demanding individuals.

### Position-Specific Competencies

- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Engagement: Builds trusting relationships with youth and fosters a sense of belonging.
- Program Development: Design and delivers engaging, culturally rooted programs.
- Leadership: Acts as a role model and mentor for young people.
- Cultural Sensitivity: Respects and incorporates the values and traditions of LBN youth into the programming.

## EMPLOYMENT REQUIREMENTS & CONDITIONS

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### Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.



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### Working Conditions

- May be exposed to infectious waste, disease and conditions.
- Interacts with youth, employees, management and the public at large.
- Intermittent physical activity including running, walking, standing, sitting and lifting.
- Manual dexterity required to operate computer and peripherals Physical conditions (outdoors, lifting, walking)
- Hours of work (extended hours, evening, weekend, etc.)
- Psychological health and safety (may encounter potentially stressful situations)
- Ability to lift up to 50 lbs.
- Repetitive work.
- Travel may be required

### Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

**Attention:** Human Resources  
**Email:** [hr@lakebabine.com](mailto:hr@lakebabine.com)

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

**We thank all applicants for their interest; short-listed candidates will be contacted for an interview.**