Woyenne Youth Coordinator

Employment Opportunity

Position Title:	**Woyenne Youth Coordinator**
Reports To:	Barbra Tom
Hours:	35 hours per week
Wage:	$32.20 - $37.80 per hour *(starting wage commensurate with experience)*
Status:	Full-time | Permanent
Start Date:	ASAP
Benefits:	Comprehensive benefits package | RRSP matching
Location:	Burns Lake, 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

Lake Babine Nation (LBN) is seeking a compassionate, organized, and community-minded individual to join our team as the Community Navigator at LBN.

The Youth Centre Coordinator, under the direction of the Associate Health Director is responsible for the coordination and execution of Youth Centre programs and schedules. The Youth Centre Coordinator also assists in a number of technical duties where required, including organizing activities and assisting with maintenance of Youth Centre. This position is focused 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

- 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, 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.
- Maintain confidentiality over all health information.
- Any other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Post-secondary certificate or diploma in Business Administration; or combined Education and Experience in relevant field.
- Two (2) years of work experience in office administration and / or working with Youth.
- Social media experience.
- Ability to communicate in writing and verbally in a clear and professional manner.
- 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

- Post-secondary certificate or diploma in Business Administration; or combined Education and Experience in relevant field.
- Two (2) years of work experience in office 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.
- 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.
- Ability to speak Nedut'en is an asset.

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 members and provides sense of stability and support.
- Professionalism: Highly confidential and discrete with member information; is respectful and professional in interactions with members, staff, resource organizations, and leadership.
- Cultural Sensitivity: Respects and incorporates the values and traditions of LBN into navigation services and member support.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

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

Working Conditions

- Occasional travel to other LBN communities or partner organizations may be required.
- May be exposed to infectious waste, disease and conditions.
- Interacts with youth, employees, management and the public at large.

Apply Now!

Complete the application form and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: 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.