



## Employment Opportunity

### **Northeast Teen Drop- In Centre – Youth Worker**

#### **Key Responsibilities & Duties:**

- Facilitate delivery of safe and supportive drop-in programming, while supervising youth.
- Coordinate food and recreational programs on and off-site.
- Provide positive role-modeling and maintaining a healthy atmosphere for the youth.
- Attending scheduled staff meetings and workshops.
- Following and implementing all program policies and procedures.
- Maintaining confidentiality of client and program personnel information.
- Representing the Teen Centre in a professional manner.
- Maintaining professional boundaries between clients and staff.
- Provide additional support to the program as needed under the direction of the Program Manager.
- Reporting to the Program Manager on a Regular basis.

#### **Qualifications:**

- Some post-secondary education needed OR a minimum 6 months related experience.
- Strong interpersonal, communications, teamwork, leadership and organizational skills.
- Non-judgemental and empathetic attitude towards high-risk youth.
- Broad knowledge base on issues affecting high risk youth: latch key, addictions, abuse, Aboriginal and other cultures, poverty, sexuality, etc.
- Knowledge of community resources.
- Criminal Record Clearance and Child Welfare Information System Clearance.
- Standard First Aid and Suicide Intervention Training.

**Position:** This is a part-time position; 10hrs/wk; 2 of either Thursday 4-9pm; Friday or Saturday 5-10pm; at an hourly rate of \$12.71;

**This position will commence Mid-January 2008.**

**Please forward your resume and cover letter to [neteencentre@e4calberta.org](mailto:neteencentre@e4calberta.org) or by fax at (780) 472-2685.**