



SOUTHEAST COLLEGE

JOB DESCRIPTION

<i>School</i>	<input type="checkbox"/>
<i>Administrative</i>	<input type="checkbox"/>
<i>Lodge</i>	<input checked="" type="checkbox"/>

Title: Youth Care Leader

Incumbent: _____

Department: Lodge

Date: September, 2016 **JUSTIFICATION***These are the essential functions of the job that must be performed with reasonable accommodations.*

- < The primary duty of the Youth Care Leader is to provide all-around care and supervision of students living in residence at Southeast College.
- < This person is responsible for the safety and well-being of all students.
- < To direct, lead and monitor students, while acting as a positive role model, using encouragement and support as needed.
- < Act as a liaison between students, their families, teaching and administration staff.

APPROVAL_____
Employee_____
Date_____
Director/Principal_____
Date_____
Director of Operations_____
Date

MAIN RESPONSIBILITIES

*(List and describe, in order of importance, the **main functions or responsibilities** of the position and its expected **results**.)*

- Physical supervision of all students
- Communication with other staff members
- Facilitate student events/activities such as chores, field trips, recreation schedule
- Administer shift specific duties, such as cleaning, organizing, administrative or other as assigned
- Build healthy relationships with students
- Ensure that all staff memo's and log books are read daily, as well as student/staff concerns
- Consistent focus and effort towards Southeast College's Vision and goals

Administrative

- Shift Work- a requirement
- Conduct follow ups as required
- Follow shift specific duties, as assigned
- Keep accurate records of student activity. Includes behaviour, progress and presence on or off campus, while a resident of the lodge
- If assigned, provide shift supervisor reports as per procedures
- Contact Lodge Manager with staff concerns, such as absences, lateness, or other
- Cleanliness of common areas such as lodge offices, pool table and lounge areas
- If assigned, communicate a listing of office supplies to Lodge Manager who will forward to reception
- If assigned, communicate to Lodge Manager a list of Lodge supplies such as first aid

Other Duties

- Class (5) driver's license and approved drivers abstract required to operate SEC Small Van Fleet vehicles.
- Class (4) or better driver's license and approved drivers abstract required to operate SEC 16 passenger Fleet vehicles

PROFESSIONAL RELATIONSHIPS

*(Describe situations or areas in which the incumbent must consult and/or collaborate with other people **inside or outside** the company. Note any committees of which he is a member.)*

- Provide communication to Lodge Manager and Director/Principal as required
- Provide communication with parents and guardians of students as required
- Communication with school staff.
- Interact with external officials such as Fire Commissionaires and Police Constables.
- Ensure full support/co-ordination of activities with SERDC

MAIN CHALLENGE OF THIS POSITION

(Describe the main challenge the incumbent faces that makes objectives difficult to achieve.)

- Dealing first hand with student issues (substance abuse, emotional issues, family breakdown, student relationships)
- Establishing consistent communication and relationship with parents and community workers
- Encourage a sense of hope and direction for the students
- Promoting healthy and positive changes in lifestyles

HOURS FOR THIS POSITION

- Shift Work is required
- Shifts are 7 am to 3 pm, 3pm to 11pm, and 11pm to 7 pm
- Shifts are Monday to Sunday as we are a 24/7 facility

WORKING CONDITIONS

*(Describe any hazardous or unpleasant conditions **inherent** in this position. They could be related to the physical or psychological environment, or to the physical or sensory effort required in the job.)*

Physical Effort	Normal
Physical Environment	Normal
Sensory Attention	Above Normal
Mental Stress	Above Normal

QUALIFICATIONS

(Indicate education, specialized training and special abilities required for this position.)

Grade 12 Diploma

Experience working with aboriginal high school students Youth (minimum 2 years)

Training/Education in social work or related field (Asset)

Ability to work effectively under stress

Excellent team building skills

Written and oral communication essential

Ability to speak a first nation language an asset (Ojibwe, Cree, Oji-Cree)

Basic Computer skills