

# POSTING

## LIFE SKILLS FACILITATOR/COACH

Permanent Part Time (25 hours per week)

### Youth Services Program

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The Life Skills Coach will provide life skills workshops and one-to-one support to youth and young adults (15-26) in their transition goals.

#### KEY DUTIES AND RESPONSIBILITIES

- Participate in intake process and case management/goal setting as directed by the Program Manager.
- Establish a positive rapport and working relationship with assigned youth while modeling positive and appropriate behavior.
- Assist youth in problem solving and planning to try to assist them in their transition.
- Ensure an up to date and current knowledge of community resources specific to youth in the service delivery area.
- Make appropriate referrals to specialty services/resources as required.
- Liaise with other professionals and agencies in the community and represent the program and the Society in a positive manner.
- Maintain documentation and reporting requirements as directed by the Program Manager.
- Provide life skills instruction (1:1 or group) as required in a variety of settings.
- Perform other related duties as required or directed.
- Weekends and evenings are required.
- Make recommendations with regard to the development of the program and participate in the program evaluations.

#### QUALIFICATIONS

##### Education, Training, and Experience:

- Bachelor degree in Child and Youth Care or a related field. Consideration will be given to other related education and experience.
- Excellent verbal and written communication skills.
- Current First Aid certificate.
- Class 5 Driver's License, full time use of a reliable vehicle and satisfactory driving abstract.

##### Job Skills and Abilities:

- Experience working with Aboriginal youth is an asset.
- Excellent time management and organizational skills.
- Ability to work independently, as well as part of a team.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

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- Commitment to a problem-solving approach.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Basic knowledge and understanding of life skills development issues.
- Crisis Line experience is an asset.

\* An eligibility list will be maintained for up to 6 months.

**CLOSING DATE:** Resumes will be reviewed starting [July 16, 2019] but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Heather Lynch, Program Manager  
Options Community Services Society  
  
Email: [Youthservices.info@options.bc.ca](mailto:Youthservices.info@options.bc.ca)

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21374] and outlining your qualifications and related experience for the position.

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