



Job Description

Job Title: Katherine's Place Youth Worker – Life Skills

Department: Housing

Classification: Full-Time, starting wage \$25.56-\$27.72/hr depending on experience

Reports To: Case Manager/Team Leader

1. Job Summary

The Youth Worker in charge of Life Skills at Katherine's Place supports program development for groups and individuals ages 19-27 as they move through the housing program. The Life Skills Youth Worker provides practical, individualized support to young adults as they develop the skills, confidence, and independence needed to successfully navigate adulthood. The role focuses on building life skills, promoting personal growth, supporting community integration, and helping youth work toward their educational, employment, housing, financial, and personal goals. The Life Skills Worker builds positive, respectful relationships with youth and provides hands-on coaching, encouragement, advocacy, and referrals based on each individual's needs and goals.

HOURS: M-F 8am-4pm This job takes place on site and does not provide any work-from home options.

2. Key Duties & Responsibilities

a) Youth Support

- Work with the AWHK team to identify life skills needs and strategies for delivering training
- Assist youth in developing Life-Skills in one on one and group settings
- Build supportive, trusting, and professional relationships with young adults.
- Teach and reinforce practical independent-living skills, including but not limited to:
 - Meal planning, grocery shopping, and basic cooking
 - Personal hygiene and self-care
 - Household cleaning, home organization & maintenance
 - Budgeting, banking, and money management
 - Time management and organization
 - Transportation and navigating community resources
 - Appointment scheduling and accessing health and social services

- employment readiness, job searches, resumes, interviews, and workplace skills
- Encourage educational and vocational development, including connections to training programs and community resources.
- Assist youth in developing healthy communication, problem-solving, decision-making, and conflict-resolution skills.
- Support the development of healthy relationships, boundaries, and social skills.
- Assist youth in identifying and accessing appropriate community resources.
- Provide coaching around goal setting, motivation, accountability, and personal responsibility.
- Accompany or support youth in community activities and appointments when appropriate.
- Advocate for youth and help them navigate social, employment, educational, and community systems.
- Recognize and respond appropriately to safety concerns and follow organizational policies and procedures. Assist the team to address behavioral issues and critical incidents.
- Maintain professional boundaries and a respectful, youth-centered approach.
- Be ready to take on other duties that are not outlined in this current Job Description

b) Housekeeping Duties

- Maintain the cleanliness of all program areas: clean up after workshops/events, stock supplies; ensure that shared workspaces and personal workspaces are clean and organized. Leave office, supplies, resource manuals in a manner that is conducive to the needs of all staff.
- Assist in maintaining the cleanliness of the youth's residences when required including laundry and other chores with youth or when units are vacated.

c) Community

- Attend meetings in community as needed
- Design programming with community partners and the KP team that addresses gaps for youth that AWHK does not have programming to address including: employment, training, medical, legal, addictions, therapeutic, mental health, social/recreational and more.

d) Administration

- Complete required program case notes, incident reports, forms, documentation, and other relevant documents related to participant's files. Review relevant documentation created by other members of the team.

e) Team Support

- Communicate with AWHK team members to ensure that programs are understood and youth are engaged.
- Be ready to step in and support other team members in times of need as appropriate and required by supervisors.
- Attend regular staff meetings and other meetings as required.

f) Training

- Take part in training and learning opportunities at AWHK and elsewhere as recommended/required by AWHK.

3. Qualifications

a) Education

- Degree or Diploma in Social Work, Human Services, Counselling, or related field
- minimum of 2 years of related work experience

b) Training

- All relevant certifications including: First Aid/CPR-C, Opioid Overdose Response, ASSIST or Safe Talk, Non-Violence Crisis Intervention. Demonstrated conflict resolution and verbal de-escalation skills.
- Valid Drivers License, clean driver's abstract, and reliable transportation an asset

c) Experience

- At least 1 year experience in the field working with youth in a housing environment
- At least 1 year experience in providing life skills support

d) Knowledge

- Working knowledge of community resources within the region.
- Working knowledge of Microsoft Office applications.
- Continually growing knowledge of developments in the field of youth housing and support.
- Strong communication, interpersonal, and relationship-building skills.
- Ability to work independently while also collaborating effectively with a multidisciplinary team.
- Strong organization, documentation, and time-management skills.
- Ability to maintain confidentiality and professional boundaries.
- Demonstrated cultural awareness, respect, patience, empathy, and a non-judgmental approach.
- Ability to support individuals with different abilities, backgrounds, experiences, and levels of independence.

4. Skills & Abilities

- Proven ability to work as a team member and capacity to take initiative to independently carry out the tasks associated with the role
- Demonstrated ability to communicate effectively with clients, co-workers, and people in the community
- Respectful, empathetic, non-judgmental attitude to clients and colleagues

- Physical ability to carry out the duties of the position
- Ability to organize and prioritize, analyze and resolve problems
- Ability to be flexible to meet the needs of a demanding work environment
- Ability to assist colleagues and clients to deal with crisis situations competently
- Understanding of adolescent development, residential living, growth toward independence
- Understanding and commitment to youth participation and empowerment

Reviewed by: _____

Employee's Signature

Supervisor's Signature

Reviewed On: _____

Date