



Job Title	<b>Youth Support Worker (Alternate Program Setting)</b>
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 26 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Youth Support Worker (Alternate Program Setting) participates as a member of a team and assists in the ongoing planning, development, adaptation and implementation of academic and behavioural programs for at-risk students within the classroom, under the direction of the classroom teacher; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures. The specific duties performed will vary from position to position based on student requirements.

## TYPICAL DUTIES

- Uses working knowledge of applicable criteria to participate in the development of:
  - 1) Individualized Education Plans (IEPs),
  - 2) Behavioural Plans,
  - 3) Community Care Plans
  - 4) Historical File Reviews
  - 5) 1.16 Intensive /1.17 Moderate Behaviour Designation Packages
- conducts interviews, collects information and participates in accessing information to support the building of individual education plans, behaviour designations, contract signing, screening committee practices, and school based team meetings

- participates in the planning, development, creation and adaptation of behavioural and curricular programs to suit the needs of at-risk students
- identifies the needs for additional support from community resources/agencies and assists in their access (e.g. financial, safety, housing, counselling, mental health services)
- assists at-risk students with activities of daily living and health related issues as required
- adapts schedules, social situations, and materials as needed to reflect at-risk students' individual needs, after consultation with staff
- assists at-risk students with secondary academic subjects (e.g. English, Math Principles, Biology)
- participates in physical activities to help connect with the at-risk youth and promote a healthy lifestyle
- participates in meetings aimed at transitioning at-risk youth from secondary school to post-secondary
- participates in field trips helping to connect with the at-risk youth and expose them to healthy alternatives in the community
- assists at-risk students participating in Foods Program with preparation of meals
- interacts and establishes rapport with at-risk students with emotional, social and behavioural concerns
- uses conflict resolution skills to address poor behaviour
- maintains familiarity with programs & protocols of outside agency services: MCFD, YFS, Probation, ACYMH, CYMH, Northern Health Addictions, etc and collaboratively develop and implement action plans/community care plans for at-risk youth
- acknowledges social, emotional, academic needs of at-risk students
- facilitates and encourages positive interaction between at-risk students, staff, and community
- assists with writing proposals to outside agencies for support of at-risk youth
- implements social skills and life skills programs in group settings

- transports student(s) as required (Possession of an appropriate B.C. driver's license and consistent access to a vehicle suitably equipped with seat belts)
- works as a team member to help create a safe, positive environment, maintaining regular communication with other members of the team
- contributes to daily student evaluations, behaviour logs, and evaluation charts under direction of classroom teacher
- assists teacher in preparation of lesson materials and assessment materials, marking, field trip supervision, communications, daily record keeping
- operates standard office equipment including computer (word processing, educational software, Dragon), photocopier, laminator, telephone, printer, audio visual equipment
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- Education: Completion of grade 12 including English 12 and additional acceptable 10 month program or diploma, preferably including coursework which encompass addictions, suicide, or mental health counselling/physical education
- Experience: over 6 months up to and including 1 year with school practicum, providing mental health services, counselling support to at-risk teenage youth in conjunction with outside agencies

REVIEWED BY

*Title*

APPROVED BY

*Title*