



WHITECAP DAKOTA FIRST NATION

YOUTH & COMMUNITY PROGRAM ASSISTANT – FULLTIME

We are a modern and progressive First Nation near Saskatoon and if you are a passionate and dedicated professional, we want to hear from you. Apply to join our team today!

POSITION SUMMARY

In accordance with standards of the Whitecap Dakota First Nation and reporting to the Director of Health & Social Development, The Youth Enhancement Worker assists in group programming and community development services with the purpose of developing life skills and personal well-being for the youth within the community. The Youth Enhancement Worker helps deliver prevention programs and organizing youth-based support that promote healthy lifestyles and relationships.

RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and reporting to the Director of Wellbeing Services, the Employee will:

- ✓ Account for the number of daily participants for all programs
- ✓ Assist to operate and coordinate activities at the School Venues, including:
 - Ensure School Gymnasium is open as per schedule
 - Ensure facilities are kept safe, clean, and neat
 - Ensure equipment is properly maintained and in good working order
 - Ensure inventory of equipment is done and security is maintained on facilities
 - Ensure activities in facilities are orderly and professional
- ✓ Supervision of children, youth and/or family participating in programming.
- ✓ Implementing and delivery of programs and activities set out by Program Coordinators daily.
- ✓ Provide mentorship, support and guidance to children, youth, and families within specific program areas.
- ✓ Deliver and fully participate in culturally relevant programs and activities
- ✓ Provide transportation to and from WBYL program activities as required day/evening/weekend.
- ✓ Provide intervention & de-escalation practices in dealing with children, youth and families that may be in crisis
- ✓ Provide project information, training & workshops, and tours to children, youth and families of the Whitecap community
- ✓ Provide support and mentorship to casual, practicum, volunteer, and any other person(s) working within WDFN Wellness programs and services.
- ✓ Volunteer, attend, and participate in any functions, feasts, or special events hosted by WDFN
- ✓ Input participant data into the database as required for statistical data and reporting.
- ✓ Coordinate daily/evening schedule with co-workers to ensure completion of assigned duties.
- ✓ Provide monthly and statistical reports to Program Coordinators within specific areas of the WDFN Wellness program
- ✓ Provide WDFN Wellness information to appropriate community agencies for specific need and sharing.





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- ✓ Submit program activity, supply, and nutrition lists to relevant Program Coordinator on a need-to-need basis.
- ✓ Complete vehicle checks inside and out before and after use and provide basic vehicle maintenance as per policy including cleaning.
- ✓ Complete necessary Occupational Health and Safety checks and reports within programs
- ✓ Develop a general understanding of the Administrative Assistant, Program Coordinator, and Director job roles and their working relationship to each of those colleagues.
- ✓ Other duties and responsibilities that may be assigned by your supervisor or Program Coordinator such as cleaning, preparation of daily snacks, recycling, assisting in the security and safeguarding of children & property, setting up of rooms for functions, and attend all WDFN staff meetings.

REQUIRED SKILLS

- ✓ Experience working with children, youth, adults, and elders
- ✓ CPR, First Aid certificates are an asset or must have willingness to become trained
- ✓ Must have a valid Saskatchewan driver's license
- ✓ A Class 4 driver's license is an asset or be willing to obtain
- ✓ Possess good communication skills, be energetic, and able to work independently
- ✓ Be reliable and available on short notice
- ✓ Proficiency in Microsoft Office Suite and its applications
- ✓ Additional computer skills considered an asset
- ✓ Valid Driver's Licence
- ✓ Able to work under pressure, independently, and in a team environment
- ✓ High level of confidentiality, personal and professional integrity
- ✓ Working with minimal supervision

EMPLOYMENT TYPE: Fulltime

SALARY AND BENEFITS

- ✓ Competitive salary based on qualifications and experience.
- ✓ Comprehensive health benefits plan.
- ✓ Eligibility for a subsidy off regular rates at the Whitecap Early Learning Centre in Whitecap.

APPLICATION PROCESS

- ✓ Submit cover letter and resume by email to: mstdenys@whitecapdakota.com.

APPLY BY: May 16, 2022

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

