

## Youth Program Manager

Nimkee Nupigawagan Healing Centre

On INDEED

### JOB SUMMARY

The Youth Program Manager, under the direction of the Director of Clinical Practice is part of a team responsible for the direct delivery of care and service to youth experiencing addiction issues. As one of three day-to-day managers, this position provides leadership, direction and supervision to the Youth Counsellors and provides individual and group therapeutic, recreational and developmental programming. Responsibilities include staff scheduling, assignment of work, administration of medication and prescribed treatment; coordination of youth attendance at appointment and activities; On call responsibilities, interventions to address behavioural issues with clients and ensuring that youth participants and staff rules, routines and requirements are understood and followed. The Manager models a healthy lifestyle and positive relationship building. The focus of this residential experience is physical, mental, emotional and spiritual wellness through individual plans of care. Participation in traditional aboriginal cultural programming, committees, quality improvement initiatives and continuing education is required. Dedication to high standards of practice, adherence to organizational policies, accreditation requirements and statutory obligations is expected along with a commitment to maintaining privacy and confidentiality for the youth and the organization.

### KEY RESPONSIBILITIES

- Welcome youth as they arrive at the Centre, initiate communication and assist with the intake processes
- Ensure that all outcomes of the youth assessments are clearly reflected and implemented in individual plan of care
- Conduct group therapy sessions; individual youth counseling and family counselling sessions; life skills and social skills session;
- Plan and implement workshops related to substance abuse and mental health including presentation and discussion (prevention; intervention; or training workshops)
- Ensure the Centre's overall treatment program, such as philosophy, objectives, rules, expectations, daily schedules and routines are understood and followed by clients and staff; attend, monitor and participate in cultural ceremonies, i.e. Sweat Lodge, Memorial Feast, Full Moon, Fasting, Sacred Fire, Pow-Wow, etc.; ensure that staff counsel a client who shows he/she is troubled or has behaviour problems; provide positive encouragement, support respecting ethics and confidentiality to both youth and staff;
- Follow, monitor and evaluate individual client treatment plans, based on referral reports;
- Monitor client behaviour and progress, providing support, feedback, and behaviour contracts as necessary, with written reports;
- Provide counselling documentation, written within 24 hours contract, related to individual counselling reports on client progress, daily client files updates, daily attendance, case conference, crisis counseling information and other details needed;
- Ensure that all communication logs, documentation and reporting with respect to administration of the program and provision of client services is kept current and available as required, on a shift by shift basis; at the end of each shift, check with staff to see if tasks have been completed; ensure that counsellors keep monthly progress reports on clients and copies sent to Director of Clinical Practice
- Promote a sense of community, safety, continuity and consistency throughout the youth's treatment experience
- Ensure youth files and records are up to date, and meet the standards of the Children's Residential License and the Canadian Council on Health Services Accreditation
- Participate in the preparation of aftercare and outreach treatment plans
- Participate in license reviews and accreditation processes
- Ensure compliance with all federal and provincial legislated standards of practice, accreditation requirements and organizational policies and procedures
- Demonstrate a genuine expression of organizational values while fulfilling all duties and functions
- Demonstrate exceptional interpersonal skills and the ability to handle difficult situations in an objective consistent format, modelling positive behaviour for youth
- Participate in education program for employees and ensure skills and certifications are maintained.
- Adhere to Nimkee Policies and Procedures including Health & Safety policies
- Maintain confidentiality

## Qualifications:

Abstainer with at least three years continuous sobriety is a requirement by organizational policy.

## Education & Certification

- Post-Secondary education in Social Work, Counselling or related discipline
- Certified as an Addictions Counsellor by an accredited certification body
- Prevention and Management of Aggressive Behaviour Certification
- Applied Suicide Intervention Training
- Related certification as required (e.g. CPR and First Aid Certification, WHMIS Training, Safe Food Handling Training, Infection Control Training, Fire Extinguisher Handling Training)

## Experience

- Two years of experience working with children and youth, preferably in a residential setting
- Must demonstrate an understanding of solvent / substance abuse treatment
- Solid knowledge of the principles, practices, and methods of service delivery to youth as well as program development, implementation and evaluation
- Experience with individual, group, family, play and art therapy
- Skilled in the Reality Therapy & Choice Theory, Resiliency Theory and Emotional Intelligence Theory
- Must have knowledge and understanding of First Nations culture and community life
- Must have demonstrated knowledge and awareness of cultural, and traditional teaching, universal to First Nations peoples
- Registered member of a First Nation as per section 16(1) of the Human Rights Act
- Fluency in a First Nations language is an asset
- Exceptional interpersonal skills and ability to handle conflict and other difficult situations in an objective consistent format
- Above average problem-solving skills
- Possess above average oral and written communication skills
- Must have skills in data collection, analysis and report writing
- Must be able to work independently and as a team player
- Proficiency in computer software skills including Microsoft Office Suite, database software

## Other

- Must be able to work flexible hours.
- Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation

**All applications are confidential. Only those applicants applying with a detailed resume, cover letter and three written work references will be accepted. While your interest in Nimkee Nupigawagan is appreciated, only those applicants being given further consideration will be contacted. The successful candidate will be required to provide a successful Vulnerable Sector Check.**

Interested applicants should apply by the closing date of **Nov 20, 2019, 4:30 pm**

Job Type: Full-time

Experience:

- Supervisory: 1 year (Preferred)
- Program Management: 1 year (Preferred)
- working with youth in a residential setting: 2 years (Required)
- First Nations culture and community life: 1 year (Preferred)

Education:

- Bachelor's Degree (Required)

Licence:

- First Aid & CPR Level C (Required)
- Prevention and Management of Aggressive Behaviour (PMAB) (Required)
- Addictions Counsellor (Required)