Provincial Job Description

TITLE:
(272) Community Youth Worker

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Delivers social and recreational activities for youth in the community.

QUALIFICATIONS :

- **Youth Care Worker certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Ability to work independently**
- **Interpersonal, organizational and communications skills**

EXPERIENCE:

- **<u>Previous:</u> No previous experience.**

KEY ACTIVITIES:

A. Youth Recreation Activities

- **Coordinates and directs activities.**
- **Provides programs to encourage self-esteem.**
- **Provides opportunity for leadership development.**
- **Provides support counseling, as needed.**
- **Monitors/records/reports client participation in events.**

B. Reception

- **Answers phones and takes messages.**
- **Ensures clinic facility is ready for clients.**
- **Records pertinent information.**
- **Processes billing.**
- **Documents community contact and inquiries.**

C. Related Key Work Activities

- **Provides access to equipment and program supplies.**
- **Provides access to facility (e.g., lock/unlock doors, supervise security in building).**
- **Cleans facility.**
- **Shovels snow from walks and wheelchair ramps.**
- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: 2005

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