

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Akwe:go Program Worker (Ages 7-12)	Date Created: July 2012
Job Class 3	Revised: March 2020

Immediate Supervisor: Assigned Team Lead or Designate

Program Direction: Employed by the United Native Friendship Centre, responsible to the policies and direction determined by the Friendship Centre Board of Directors and the Executive Director, and under the direct supervision of the assigned Team Lead or Designate.

Position Description: The Akwe:go Program has been designed to provide a comprehensive set of activities for at-risk Urban Indigenous youth aged 7-12. The worker will ensure the safe and effective delivery of the Akwe:go program so that the needs of the youth identified who are referred to the program, are met in a respectful, timely and culturally sensitive manner.

Qualifications:

- Social Services Diploma and/or equivalent certification/experience.
- 1-2 years' work experience in the Social Services field, working with youth.
- Knowledge of social, cultural, and recreational needs and interest of local children and youth.
- Ability to advocate and work professionally, collaboratively with children, youth, and their families as well as schools, agency, community, and agency personnel.
- Experience working well with other Team members and have knowledge & experience of Indigenous culture and practices.
- Experience in program planning, development, implementation, data collection and evaluation.
- Enthusiasm to provide and participate in programming & activities for youth.
- Willingness to travel when required.
- Willing to work some evenings and weekends.
- Anishinaabemowin will be considered an asset.
- Sensitive and accepting to the Anishinaabe culturally based activities, teachings, and practices (ie. Smudge, Drumming, Ceremonies etc.)
- Superior written and oral communication skills.
- Excellent organization & group facilitation skills.
- Current valid Drivers' License and access to your own vehicle.
- Satisfactory Vulnerable Sector Check.
- Current First Aid/CPR and WHMIS Certifications.

Job Specifications:

- To ensure the development and implementation of a full range of program services as identified by the Ontario Federation of Indigenous Friendship Centres
- To ensure that Akwe:go program is grounded in culture-based child development principles and practices
- Promote awareness and ensure access to the Akwe:go program, while providing the effective safe delivery of all Akwe:go Program activities
- Promote the development of protocols and referral agreements as appropriate to meet the developmental needs of Urban Indigenous children in the community
- Conduct a needs assessment for children and to develop a plan of action to meet the needs of children referred to the Akwe:go program
- Refer children to appropriate services as required to meet the needs of the children and to document the results of these referrals
- Initiate and participate in case conferences as necessary to ensure needs of children are met
- Coordinate individual and group activities (physical, social) as required to meet needs of program clients
- Ensure the maintenance of secure and confidential filing system as required under the File Maintenance Policy of the OFIFC
- Provide accurate records and report of Akwe:go program activities and needs.
- Participate in training and evaluation processes to ensure continued growth and development of the Akwe:go program
- Ensure a balance of approaches is available to meet the needs of all children attending and participating in the program
- Liaise with other community family, youth and children's services
- Assist in children's development through increasing life skills, safety awareness and anti-violence training
- Sensitive and accepting to culturally based activities, teachings and practices (ie; Smudging, Drumming, Ceremonies etc.)
- Increase cultural understanding of children and their families
- Engage in "one to one" counselling and support, as children and youth require
- Promote intergenerational activities
- Other duties as assigned

Accountability:

The employee is responsible for completing the tasks assigned, performing the duties required by their job, and being present for their proper shifts to fulfill or further the organization's goals.

These are the 4 Core Competencies UNFC staff are evaluated on:

1. **JOB CRITERIA:** Has knowledge of the position, utilizes skills and qualifications needed for the success of the program/position, desire to assist community members.
2. **ADMINISTRATIVE SKILLS:** Reports completed as requested, knowledge of their job requirements as it relates to computer skills and ability, completing administrative tasks on time, budget planning, following direction.

3. **BEHVIORAL CHARACTERISTICS:** Adaptable, dependable, accountable, problem solving, responsive to emails and phone calls, positive attitude to work and others.
4. **TEAMWORK/LEADERSHIP:** Demonstrates cooperation with co-workers, planning and organizing abilities, possess elements of trust, respect, sharing workload and positive rapport with others and demonstrates forward thinking for programming.

Evaluation: This position will be evaluated after completion of 3- and 6-month probationary periods and on an annual basis thereafter. It will be based on the Standard of Performance in the description and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.		
Employee Name:		
Employee Signature:		Date: