
THE COMOX VALLEY TRANSITION SOCIETY

Job Description

Job Title:	GIRLS GROUP LEADER
Status:	Union
Classification:	Integrated: Program Coordinator 1 and Group Facilitator and Adult, Youth and Child Worker
Grid Level:	12, JJEP Wage Grid
Summary:	Working from a Feminist Perspective and an Anti-oppression Framework the Girls Group Leader plans, implements and oversees the day to day activities of their assigned youth group. They also participate in the program development, policies and procedures, program evaluation and budget preparation.

Key Duties and Responsibilities:

- Plans, prepares and leads group sessions using techniques such as active listening, conflict resolution, basic counselling and psycho-educational methods for 11 – 18 year old girls in like age groups of 8 – 12 participants.
- Plans and implements activities and special events for a program.
- Oversees the day to day operation of the program by ensuring that the necessary facilities, resources, materials and equipment are in place, program guidelines, policies and standards are adhered to.
- Gathers information relevant to participant's issues and goals by observing behavior, meeting with caregivers. Reviews information gathered to assess needs and risks.
- Where indicated develops and implements short term, issue-specific interventions within program guidelines in consultation with supervisor making referrals to other services as required.
- Monitors participants progress and follows-up as required consulting with supervisor and makes adaptations to program to move towards defined objectives.
- Maintains communication with caregivers keeping them informed of program activities and schedule and reports any concerns or safety issues identified.
- Provides skill building in the areas of self- esteem, communication, cyber bullying and harassment, embracing diversity, relationship violence, conflict resolution, assertiveness, goal setting, body image, suicide substance use, family, depression, friendships, boundaries, anxiety, women's history, media literacy, sexual health/consent and managing stress.
- Provides guidance, mentorship, monitors and provides support to program peer facilitators and practicum students.
- Promotes public awareness of and support for the program by attending community events and liaising with other community service providers to coordinate service provision, facilitate referrals to the program and represent organization or program at external events.
- Contributes to program development, policy and procedure formulation and program evaluation.
- Maintains program records and statistics including detailed session reports, critical incident reports, debriefing reports, attendance, and mid-term and final evaluations.

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- Monitors and authorizes program expenditures and maintains financial records in accordance with established procedures. Provides input to the supervisor in the preparation of the program budget.

Education, Training and Experience:

- Diploma in related Human / Social Service
- 2 years related experience working with at – risk youth and young adults.
- Training in job specific areas.
- Or equivalent combination of Education, Training and Experience.

Skills and Knowledge:

- Must have a strong working knowledge and analysis of the issues impacting youth and young adults including violence against women, media literacy, communication, bullying, sexual health, exploitation, suicide intervention, mental wellness, homelessness, poverty, and substance use, harm reduction, technology and social media, inclusive practice, diversity.
- Applies feminist analysis and perspective to working with youth and young adults.
- Understanding of and practices a trauma informed care response.
- Training in crisis intervention and safety planning,
- Demonstrated ability to use advanced communication skills such as reflective listening, giving and receiving feedback, using open ended questions, conflict resolution and managing challenging behaviors.
- Valid Level I First Aid Certificate including CPR.
- Current knowledge of community programs and services and related provincial support systems.
- Knowledge of the justice system, health services, child welfare system and other related statutes.
- Ability to work independently and work cooperatively as part of a team.
- Excellent written communication skills for report writing.
- Effective interpersonal skills including an ability to work in a respectful and cooperative manner with clients, co-workers and allied service partners
- Demonstrates respect for the individuality, privacy, and decision-making process of each person.
- Skilled in program facilitation and development.
- Demonstrated level of cultural sensitivity and understanding of individual cultural and socio-economic characteristics.
- Knowledge and experience in maintaining confidentiality, the limits of confidentiality and appropriate boundaries.

Other Requirements:

- Must have a vehicle in good operating condition and a full class 5 BC driver's license.
- Clear Criminal Records Check.
- Complies with the Comox Valley Transition Society's Vision, Mission, Values, policies, procedures and standards of practice.