



## **ALTERNATIVE SUSPENSION SUMMARY OF DUTIES**

### **SECONDARY YOUTH WORKER – YMCA-YWCA OF WINNIPEG**

**REPORTS TO:** Director, Alternative Suspension YMCA-YWCA of Winnipeg

**LOCATION:** Downtown Branch YMCA-YWCA of Winnipeg

**STATUS:** 7 hours per week / term position

**SALARY SCALE:** \$14.42/hour

**WORK SCHEDULE:** Flexible

**CLOSING DATE:** September 11, 2010

**EMPLOYMENT START DATE:** September 28, 2010

#### **NATURE AND SCOPE**

The *Alternative Suspension* Program is a national initiative that is a resource for students who, for different reasons, are temporarily suspended from the school they attend. The goal of this program is to decrease the number of repeated suspensions by offering young people an opportunity to transform the time they spend on suspension into a positive experience all of which is accomplished through educational workshops, individual interventions and group activities. The YMCAs of Québec manages the delivery of the program nationally, in partnership with 7 local YMCAs across Canada.

The secondary youth worker will be an important member of the local team, assisting with the delivery of this program in their respective Alternative Suspension service sites. Reporting to the local director and collaborating with the youth coordinator, the secondary youth worker is responsible for providing services under the *Alternative Suspension* program and ensures its proper functioning for their service site in the absence of the youth coordinator. Secondary youth workers will interact directly with teens in the program environment. An effective secondary youth worker will help create a safe space for teens struggling with school or emotional distress. He or she performs the following functions: holds individual and group interventions with secondary school students, runs sessions and workshops, provides homework support, facilitates mediation amongst teens, carries out administrative duties, and supervises special activities and outings.

#### **RESPONSIBILITIES**

- Ensures that the program operates smoothly at their service site and ensures that the service provide to schools is of excellent quality.
- Provides general security in work areas frequented by participants during the service site's opening hours, and ensures smooth functioning of each day/activity.
- Informs coordinator of youths' daily progress.

- Ensures that all development and program service targets are met by implementing the programs work plan.
- Collaborates closely with other local organizations that work with teens.
- Implements flexible programming based on the participating students needs in the framework of a comprehensive, preventative approach.
- Provides a helping relationship and intervention in crisis situations, and refers cases to the appropriate resources as necessary.
- Reports any unexpected developments or difficulties encountered the coordinator or *Alternative Suspension* director.
- Implements the various program tools.
- Models appropriate behaviours to staff in line with our Mission, Vision and Values.
- Establishes rapport and maintains effective relationship building behaviours with staff and members and represents the YMCA and the Association in a professional manner.
- Performs duties as they are assigned or emerge in a rapidly changing and dynamic YMCA context.

#### **QUALIFICATIONS**

- University Degree preferred or completion of College Diploma in Social Services, Youth work, Career planning and/or related fields.
- Experience working with youth in a preventative approach.
- Well developed interpersonal and relationship building skills; ability to establish rapport and excellent communication with youth participants, staff and volunteers; excellent written communication skills.
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity.
- Ability to work flexible hours.
- Standard First Aid and CPR

**Please Send resumes to:**  
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