



## Job Description

<b>Job Title:</b>	Youth Care Leader (YCL)
<b>Approved By:</b>	Director Of Operations & Human Resources
<b>Date Approved:</b>	January 01,2022
<b>Last Revision Date:</b>	<b>March 24, 2022</b>

### Reports To

Director of Operations and Human Resources

### Summary

Reporting to the Director of Operations and Human Resources,

Our **Youth Care Leaders** (YCL) are responsible for the safety and well being of our students. YCL's play a critical role in supporting our students while they are away from their home communities. YCL's must adhere to seven (7) lodge standards that provide direction and responsibilities thus outlining how to proceed in their role. Responsibilities include but are not limited to, constant monitoring students' whereabouts, communicating with other staff members, speaking with parents and visitors, administering shift specific duties including cleaning, organizing, administrative or others as assigned.

Building healthy relationships with our students and consistent focus and effort towards Southeast Collegiate mission and vision is also of highest importance

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations & Human Resources

\_\_\_\_\_  
Date

### **Youth Care Leader (YCL) Duties**

- Maintain clear understanding of lodge standards so as to reinforce expectations with students
- Build healthy relationships with students and ensure that safety checks are performed in accordance with the standards provided.
- Provide daily wake-up calls for students
- Maintain cleanliness of bathrooms (wiping down sinks, toilets, showers, sweeping/mopping floors, taking out the trash and sanitization of surfaces) as per SEC standards
- Update daily excused list for students with appointments, excused leaves, or fields trips
- Review Shift Reports daily to see what happened in the previous shift (i.e., appointments, incidents with students, and/or staff calling in sick) and following-up with Lodge Administrative Assistant when required
- Check appointment list daily for scheduled student appointments, fields trip and other scheduled outings
- Create student daily chore list, so that students take part in sharing the cleaning of common spaces. Ensure that students clean their room on designated days at the lodge.
- When accompanying students for medical appointments, ensure students have all their medical information required and wait with students until the appointment is finished for any follow-up information from medical practitioner
- Distribution of prescribed medication to students adhering to SEC procedures and standards:
  - Update Medicine Distribution Book including name of medication, dosage, time of medication administration
- Provide students with OTC medication or first aid supplies if needed ensuring compliance with SEC standards
- Complete Incident Reports regarding incidents with students (i.e., fights, accidents, missing students, etc.) or Councillor Referrals for students with personal issues; follow SEC standards/procedure should a student be AWOL (i.e. updating Home school coordinator and parents)
- Notify Lifeskills if students require counselling, YCL's are not permitted to counsel students.

### **Commitment**

- Shift work (3 shifts to be covered):
  - 7AM-3PM
  - 3PM-11PM
  - 11PM-7AM
- Monday to Sunday (facility operating 24 hours/7 days a week)

### **Qualifications**

- High School Diploma or equivalent required
- At least 1 year experience of working with youth Preferable First Nations
- Ability to work effectively under stress
- Excellent Written and verbal communication skills
- Ability to speak a first nation language (Ojibwe, Cree, Oji-Cree) is an asset
- Willing to be certified in First Aid/ CPR
- Willing to obtain a Criminal Record and Child Abuse Check

### **Work Conditions**

- Required to work offsite when accompanying students to hospital

- Moderate and/or Heavy physical effort may be involved (i.e., lifting, carrying, standing, and restraint) as it relates to cleaning duties
- May be subject to disruptive interruptions, emotionally charged situations, unpredictable or unstable conditions, and frequent or rapid changes in procedures and work.
- May be subject to conflicting demands, priorities, multi-tasking and a high-volume workload.
- **May be required to work a double shift if proper staffing numbers are not sufficient, due to employee call ins. This is to ensure the safety of staff and students.**

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I understand that the responsibilities of this position may change and evolve. I have read and acknowledge the duties and responsibilities of this position.

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Employee signature

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Date