



Job Description

Job Title:	Youth Care Leader (YCL)
Approved By:	Human Resources
Date Approved:	
Last Revision Date:	

Reports To

Lead Shift Supervisor / Lodge Manager

Summary

Reporting to the Lead Shift Supervisor and/or the Lodge Manager,

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

Building healthy relationships with our students while maintaining consistent focus and effort towards Southeast Collegiate mission and vision is of the highest importance in this role.

Employee

Date

Principal

Date

Human Resources

Date

Youth Care Leader (YCL) Duties

- Maintain a clear understanding of lodge standards and reinforce those expectations with students.
- Build healthy relationships with students and ensure safety checks are performed according to established standards.
- Provide daily wake-up calls for students.
- Maintain the cleanliness of bathrooms (sinks, toilets, showers, floors) as per SEC standards by wiping down surfaces, sweeping/mopping floors, and taking out the trash.
- Complete hourly safety checks for students who are sick in the lodge during school hours and submit sick students to the daily excused list.
- Update the daily excused list for students with appointments, leaves, or field trips.
- Review daily shift reports to identify events like appointments, student incidents, or staff absences. Follow up with the Lodge Administrative Assistant when necessary.
- Check the appointment list daily for scheduled student appointments, field trips, and other outings.
- Create student weekly chore lists for shared spaces and ensure students clean their rooms on designated days.
- When accompanying students for medical appointments:
 - Ensure students have all their required medical information.
 - Wait with students until the appointment is finished to receive any follow-up information from the medical practitioner.
- Distribute prescribed medication to students adhering to SEC procedures and standards.
- Update the Medicine Distribution Book with medication name, dosage, and administration time.
- Provide students with OTC medication or first aid supplies if needed, ensuring compliance with SEC standards.
- Complete Incident Reports (IRs) for student incidents (e.g., fights, accidents, missing students) or MHU referrals for personal issues.
- Follow SEC standards/procedures for AWOL students by updating the home school coordinator and parents
- Notify the Mental Health Unit if students require counseling. While YCLs play a vital role in fostering a safe and supportive environment for the students, it is critical that they help connect the youth with those who have professional expertise in effective interventions and strategies for dealing with more complex personal issues.
- Conduct room searches as needed.
- Answer office phone and address caller inquiries
- Report concerns regarding harassment, policy violations, or other issues.
- Perform other duties as needed for operational purposes.

Commitment

- Shift work - 3 shifts to be covered:
 - Morning 7:00 AM - 3:00 PM
 - Evening 3:00 PM - 11:00 PM
 - Overnight 11:00 PM - 7:00 AM
- Days of the week:
 - 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, preferably 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
- Must be able to obtain a Criminal Record Check and Child Abuse Registry 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 and/or unstable conditions when it comes to students
- 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.**

By signing below, I verify that I have read and understood the duties, responsibilities, and working conditions outlined for the YCL/Shift Supervisor role. I also agree to perform these duties to the best of my ability. I acknowledge that the responsibilities may change and evolve over time.

Employee signature

Date