



EMPLOYMENT OPPORTUNITY

(2) Traditional Youth Facilitators

KSCS is seeking highly skilled & experienced individuals who are responsible to provide life skills information and referral support to individual clients or groups as awareness, promotion and educational activities in the areas of Traditional Haudenosaunee values and teachings.

Under the Supervision of the Team Leader of the Traditional Services, the Traditional Youth Facilitator is responsible to facilitate, plan and prepare prevention activities, programming and training in relation to Traditional Youth Programming.

Required Education & Experience:

- Bachelor's Degree in Human Relations/Sociology or related field with one (1) to three (3) years of previous work experience.
- DEC/Certificate with background in Health Promotions and/or Community Development with three (3) to (5) years of experience.
- Must be familiar with customs, traditions, and social issues of Kahnà:wake Community.
- A valid driver's license and access to a vehicle.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$30.63/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, May 30th, 2025, at 4:00 pm.

GENERAL INFORMATION	
Code: Job Title: Department: Date of Job Description: Date of Revision: Terms: Job reports to:	Traditional Youth Facilitator Prevention Services June 25, 2013 August 14, 2023 Contract, full time Team Leader Family & Wellness Center (FWC)

JOB DESCRIPTION SUMMARY
<p>Under the Supervision of the Team Leader of the FWC, the Traditional Youth Facilitator is responsible to facilitate, plan and prepare prevention activities, programming and training in relation to Traditional Youth Programming. The Traditional Youth Facilitator is part of a team that provides within the KSCS Continuum of Care while meeting the needs based on the Community Health Plan, KSCS Strategic Framework and the goals and objectives of the FWC Team.</p> <p>The incumbent is responsible to independently apply learned skills, knowledge and practical experience to semi-routine tasks associated with the job family using established practices and standard procedures to complete assignments.</p> <p>The Traditional Youth Facilitator is part of a team that provides life skills information and referral support to individual clients or groups as awareness, promotion and educational activities in the areas of Traditional Haudenosaunee values and teachings. Facilitates access to community and professional resources. Plans, researches, coordinates and facilitates workshops and activities geared at the youth. May be required to develop and submit funding proposals.</p> <p>Decisions based on independent judgment, requiring further investigation and evaluation, within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate & sound. Seeks consultation/guidance as needed.</p>

CORE RESPONSIBILITIES & DUTIES	
Core Responsibilities	Duties
Facilitate the service delivery in the framework of the Traditional Youth Programming.	<ul style="list-style-type: none">➤ Identifies and researches special projects as it applies to current trends.➤ Helps establish budgetary needs within proposals.➤ Plans, coordinates, and facilitates workshops, trainings, activities.➤ Facilitates groups (youth, multi-disciplinary, etc.)➤ Collaborates with other related services and workers.➤ Provides clients and staff with information related to applicable topics through a traditional lens.➤ Prepares community wide/oriented prevention campaigns related to Traditional Youth activities.➤ Explores programs that aim to reduce the use of alcohol, drugs and violence among young and promote education within the community and schools as needed.➤ Identifies and develops programs to address the needs of target population.➤ Provides cultural teachings to youth in care.
Assist in the planning and development of the Traditional Prevention Program	<ul style="list-style-type: none">➤ Develops funding proposals and projects that will enhance service delivery.➤ Plans, develops, and coordinates prevention initiatives using a traditional lens.➤ Develops an annual work plan and logic models.➤ Coordinates or assists in special projects identified by the organization.➤ Attends staff meetings including team meetings.➤ Develops tools that will help to evaluate service delivery and maintain a database on projects and activities.➤ Prepares and writes reports.➤ Participates in supervision sessions with supervisor.➤ Participates in training and travel as required by the projects.➤ Submits reports and evaluations of each project/activity delivered.
Implementation of Traditional Youth Programming	<ul style="list-style-type: none">➤ Develop a youth program based on Haudenosaunee values and teachings and cycle of ceremonies.➤ Coordinate youth programming on an annual basis.➤ Identify needs of groups and consult internal and external stakeholders.➤ Responsible for safety and security of youth at all times during programming.➤ Maintain weekly written records of the group activities in Penelope database system.
Program Evaluation	<ul style="list-style-type: none">➤ Evaluate program activities through surveys and forms.➤ Provide recommendations to improve service delivery and/or activities.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Frequently requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Commonly requires the task of training or giving information to stakeholders and clients

ENVIRONMENTAL FACTORS	
Type of Schedule:	➤ Regular work week, occasional flex
Stress Factor:	➤ Moderate stress (some periods of high stress)
Deadlines:	➤ Some tight deadlines (Unplanned)

ACCOUNTABILITY	
<ul style="list-style-type: none">➤ To provide services in a manner consistent with terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives;➤ To provide trusting, professional, and effective organisation and facilitation of the Traditional Youth Program;➤ To engage with referring parties in a professional and collaborative manner;➤ To approach all Kahnawà:ke Community members and others in a respectful way;➤ To maintain positive working relationships with target groups;➤ To ensure successful promotion of prevention initiatives;➤ To produce well researched and documented programming, promotional and fundraising material;➤ To maintain updated information related to Traditional Youth Programming;➤ To provide for the successful service delivery of Prevention Services;➤ To maintain confidentiality practices.	

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none">➤ Bachelor’s Degree in Human Relations/Sociology or related field with one (1) to three (3) years of previous work experience.➤ DEC/Certificate with background in Health Promotions and/or Community Development with three (3) to (5) years of experience.➤ High School Diploma or equivalent with five (5) to ten (10) years or more related work experience and/or training may be considered.
Skills & Requirements	<ul style="list-style-type: none">➤ Must be familiar with customs, traditions, and social issues of Kahnà:wake Community.➤ Knowledge of Haudenosaunee knowledge and traditions, and other related issues.➤ Skills in program planning, implementation, presentation, report/proposal writing.➤ Time management skills with ability to meet deadlines and on occasion some unplanned deadlines as required.➤ Interpersonal skills.➤ Communication skills (technical writing & editing, speaking, listening, & presentation).➤ Ability to work in a team setting and/or independently.➤ Ability to facilitate the groups and carry projects forward.➤ Ability to work with youth.➤ Experience in delivering workshops.➤ Ability to travel, necessary to the position.➤ Ability to use computer programs (Word, Excel, Outlook).➤ A valid driver’s license and access to a vehicle are a requirement.➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none">➤ Knowledge of Kanien’kéha language is an asset.

Immediate Supervisor

Incumbent

Date