Kahnawake Shakotiia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Youth Support Worker

KSCS is seeking an experienced individual to provide counselling and support services to youth that are aging out of the Foster Care/Group Home System.

Under the supervision of the Team Leader of Tsi Ionteksa'tanonhnha Program, the Youth Support Worker is responsible to provide support to high-risk youth who are aging out of the Foster Care/ Group Home system. The Youth Support Worker is responsible to offer support through advocacy, counselling services, coordination, planning and facilitating of workshops based on client needs.

Required Education & Experience:

- University Degree in social science or health-related discipline, with one (1) to three (3) years previous work experience in a social service environment or in a support capacity.
- College Diploma in social science or health-related discipline, with three (3) to five (5) years previous work experience in a social service environment or in a support capacity.
- Minimum High School with five (5) years or more related work experience and/or training may be considered
- A valid driver's license and access to a vehicle.

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

Salary: Starting at $31.40/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, August 14th, 2026, at 4:00 pm.

GENERAL INFORMATION	
Code:	FLS11-15
Job Title:	Youth Support Worker
Department:	Support Services
Date of Job Description Revision:	July 12, 2019
Job Reports To:	Team Leader Tsi Ionteksa'tanonhnha Foster Care Extended Family

JOB DESCRIPTION SUMMARY
Under the supervision of the Team Leader of Tsi Ionteksa'tanonhnha Program, the Youth Support Worker is responsible to provide support to high-risk youth who are aging out of the Foster Care/ Group Home system. The Youth Support Worker is responsible to offer support through advocacy, counselling services, coordination, planning and facilitating of workshops based on client needs. With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives. Decisions based on independent judgment, requiring further investigation & evaluation; within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate & sound. Seeks consultation/guidance as needed.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	**Duties**
Provides counselling and/or support services to clients.	➢ Provides supportive counselling (building self-esteem, social skills, relationships, positive mental health and stability) to youth, as required. ➢ Providing support and advice in a one-on-one or group setting. ➢ Provides support on basic life skills, household management, financial management, housing, employment, education, family and relationships. ➢ Brings innovative, creative, holistic and cultural approaches to service delivery by integrating traditional and conventional approaches to service delivery that is responsive to client/ group needs. ➢ Develops service plans with client and Team Leader. ➢ Assists clients with appointments (medical, psychological, legal, social assistance etc.) and court dates, when deemed appropriate. ➢ Promotes and provides information on Tsi Niionkwarihoten (Our Ways). ➢ Provides facilitation and planning of therapeutic, support or skill building groups.
Makes referrals to services within/outside the community as appropriate to clients' needs.	➢ Serves as a liaison to youth who are unfamiliar with other resources. ➢ Responsible for finding information relevant to the needs of the clients. ➢ Acts as an advocate on client's behalf and assists them in navigating the processes of various agencies. ➢ Makes necessary referrals to services within/outside the community as appropriate to clients' needs. ➢ Provides information about services and resources available locally. ➢ Arranges food, shelter and clothing for young people in need.

	➢ Liaises with teachers, social workers, local authorities, health professionals, and parents, as required.
Develops effective relationships with community organizations.	➢ Establishes contacts and works in conjunction with KSCS Support Services, Tewatohnh'saktha, First Nations Adult Education Program, schools, hospitals, Peacekeepers, Mohawk Council of Kahnawake's Social Development Unit, legal, shelters, group homes and any other resources that may be necessary for the best interests of the youth. ➢ Attends and participates in meetings with internal and external resources. ➢ Includes partner organizations in workshops, team briefings, case conferences, information sharing and joint planning as it may be appropriate and for the best interests of the client. ➢ Researches, plans and conducts workshops focused on the specific needs of young people. ➢ Conducts a needs assessment with the youth of the community ages 16-25 years of age.
Acts as the Case Manager when assigned	➢ Manages the coordination of overall case duties when required for multi-disciplinary services. ➢ In collaboration with support personnel, participates in specific case meetings, such as Placement and Review Meetings, Case Conferences and Case Reviews with assigned case team and or in conjunction/ collaboration with other resources as required. ➢ Ensures effective follow up and reporting if necessary to the needs of the client. ➢ Ensures proper referrals, internal or external requests, assessments, briefings and updates are given to all team members assigned to the case.
Maintains an accurate accounting of records	➢ Records all required information of all assigned cases in the Case Management Recording System in a timely manner, such as case contacts, client information, assessments, service plans, documents, reports, resources, and any other information pertinent to a case. ➢ Assists clients and/or submits necessary documentations on behalf of his/her clients for administrative purposes, such as registration forms, birth certificates, passports and Medicare documents. ➢ Provides for Third Party Administration for clients as required. ➢ Maintains accurate records of time sheets, expenses, travel claims, caseload summaries, and schedules; submits these records to the immediate Supervisor in a timely manner.
Assists in promotion of and planning for Prevention activities	➢ Writes articles and promotion campaigns for requested activities. ➢ Assists in development of initiatives and or proposals. ➢ Participates in organizational meetings as needed.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➢ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➢ Frequently provides information that must be understood and explained.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➢ Regular work week, occasional flex required.
Stress Factor:	➢ Moderate stress (some periods of high stress).
Deadlines:	➢ Some tight deadlines (unplanned).

ACCOUNTABILITY
➢ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➢ To provide professional, trustworthy and tactful support and counselling services to individuals, families, youth of the Kahnawà:ke community. ➢ To provide accurate and timely support in the administrative duties of the program. ➢ To approach all Kahnawake Community members and others in a respectful way. ➢ To demonstrate a positive role model in the community. ➢ To maintain confidentiality practices.

QUALIFICATIONS	
Education and Experience required	➢ University Degree in social science or health-related discipline, with one (1) to three (3) years previous work experience in a social service environment or in a support capacity. ➢ College Diploma in social science or health-related discipline, with three (3) to five (5) years previous work experience in a social service environment or in a support capacity. ➢ Minimum High School with five (5) years or more related work experience and/or training may be considered.
Skills and Requirements	➢ Ability to handle conflict situations. ➢ Strong organizational, office skills, time management skills with ability to meet deadlines. ➢ Ability to multitask. ➢ Excellent decision-making skills. ➢ Good knowledge and understanding of the issues facing the community and more specifically the youth. ➢ Knowledge of social systems and family dynamics. ➢ Good knowledge of computer programs (MS Word, Excel etc). ➢ Ability to work flexible hours, evenings and/or weekends to meet the needs of the client. ➢ Valid drivers' license and access to a vehicle. ➢ Lifestyle must reflect that of a positive role model.
Assets	➢ Knowledge of Kanien'keha. ➢ Knowledge of French.