



Sooke Family Resource Society  
Job Posting 12-24 - Youth Outreach and Navigator

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We are currently seeking a **part-time Youth Outreach and Navigator** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

**Mission statement:** We provide people of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Youth Outreach and Navigator  
Date Posted: October 1, 2024  
Closing Date: October 8, 2024  
Reports To: Manager, Counselling and Outreach Services  
Wage/Salary: \$29.17-\$33.49 (12- JJEP Wage Grid)  
Location: Sooke, BC  
Shift Schedule: Standard working hours Monday - Friday  
Hours per Week: 30 hours per week  
Union: This posting requires union membership

**To Apply, please submit resume, and cover letter by email to [careers@sfrs.ca](mailto:careers@sfrs.ca)**

**Job Summary:**

The primary role of the Youth Outreach and Navigator is to support youth in the Sooke area to the develop competencies essential to their wellbeing and transition into adulthood. This will include a range of individualized services that guide and support youth to strengthen their personal and relationship skills, build resiliency, make positive life choices, and assists them in connecting to other community services and resources where available and appropriate.

**Key Duties and Responsibilities:**

1. Uses assessment tools such as referral and intake forms, questionnaires, and interview techniques to perform risk and need assessments with each youth.
2. Assist youth in identifying their immediate and long-term safety, care, and support needs and in making goals to meet these needs.
3. Support youth's emotional needs by helping them in developing skills in emotion regulation, problem solving, anger management and resilience. This also includes acceptance and pride in youth's sexual and gender identity.
4. Empower youth to make positive life choices through self-esteem and confidence building, building on strengths and improving decision making skills.

5. Assist youth to improve relationships with family, friends, and others by developing skills in communication, social skills, and conflict resolution.
6. Works with youth within the school system to help build successful pathways for retention and success in secondary education.
7. Assists youth in identifying and establishing connections with community resources to address individual needs (physical/mental health, addictions, etc.)
8. Maintains statistical data on clients as required by Program Manager and funders.
9. Keep concise case notes and other pertinent information on each youth in SFRS's online information management system.
10. Attends bi-weekly team meetings and supervision meetings.
11. Attend SFRS staff meetings and planning days when required.
12. Sit on community committees.
13. Chairs the Sooke Youth Service Providers bi-yearly meeting and maintains the contact list.
14. Co-facilitate an LGBTQ2S+ weekly youth group.
15. Co-facilitate a low barrier summer youth activity group.
16. Provides services to all clients in a culturally appropriate manner.
17. Maintains program accreditation standards.
18. Performs other related duties as assigned.

**Qualifications:**

*Education & Knowledge:*

- Bachelor's degree in a related human/social services field

*Training & Experience*

- Two (2) years recent related experience with Youth or and equivalent combination of education, training, and experience.