

Aboriginal Friendship Centre of Calgary

<https://www.afccalgary.org/job/youth-coordinator/>

Youth Coordinator

Description

The Aboriginal Friendship Centre of Calgary (AFCC) is a non-profit organization with a mandate to provide social, cultural, education and employment services to the Aboriginal peoples within the Calgary Metropolitan area. AFCC plays a regular and significant role in the daily lives of our members in many ways: providing care for our children, our elderly, our in need and our homeless; enabling access to cultural and spiritual care; offering referrals for suitable housing, food, clothing, pursuit of education, skill development and training; and building a resourceful Indigenous community. AFCC's non-profit family is an expression of how we live, what we value, where we turn for comfort and where we turn when in need. AFCC is a community leader in the advocacy of Indigenous social and cultural services while serving as a support and community resource to other Indigenous Service Agencies on the local, provincial and national level.

[Click here for more details](#)

Responsibilities

The Youth Coordinator is an administrative position assisting the program lead in meeting the programs commitments.

The Youth Coordinator is required to provide:

- Case management
- Referrals to service providers
- Program recruitment
- Workshop development and execution
- Staffing for workshops
- Transportation
- Crisis support

In addition, the Youth Coordinator will:

- Develop networks that strengthen partnerships and build resources to assist Indigenous clients
- Establish community-based initiatives regarding education, awareness, and communications
- Develop partnerships and agreements for professional services (professional counselling, for example)
- Fulfill reporting requirement to funders
- Establish protocols for intake, assessment, consent, privacy, and client and staff safety
- Establish standards for mental health care support
- Ensure legislated requirements are met
- Develop policies and procedures related to client care
- Other tasks and responsibilities as needed

Hiring organization

Aboriginal Friendship Centre of Calgary

Date posted

March 29, 2023

Valid through

07.04.2023

Qualifications

Strong background and practical experience in working with Indigenous populations

Familiarity and knowledge of Indigenous culture, protocols, and histories

Degree or diploma in Social Work, Human Services, Health Services or related field

Minimum two years direct care experience providing mental health services, including experience with Intergenerational Trauma (IGT) and Post Traumatic Stress

Disorder(PTSD)

Experience working with community-based organizations, municipal governments, and federal/provincial departments

Experience in addictions, healthcare, social work or health care coordination

Working knowledge or community health and addictions resources (addiction, health, lifestyle, etc.)

Knowledge of complex systems and jurisdictions affecting services to Indigenous clients

Valid driver's license

Criminal Record and Vulnerable Sector Check

Strong written and verbal communication skills

Strong diplomatic and communication skills that can build positive and relevant networks

Self-starter and comfortable working both in a team environment and independently

Contacts

This position is Monday to Friday 8AM-4PM (and as needed)

Email Resume/Cover Letter or questions to info@afccalgary.org

Thank you for your interest but only applications selected for an interview will be contacted. Competition closes April 7, 2023 at 11:59pm