

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

### SPECIALTY SUPPORT – AT-RISK YOUTH WORKER

Rate of Pay: **Band # 10**

#### **SUMMARY**

- Provides support and assistance to school administration and teachers with at-risk youth and the implementation of their educational program

#### **DUTIES & RESPONSIBILITIES**

- functions as an advocate for the student(s)
- works in collaboration with the school based counselor supporting student behavioural needs and individual student goal setting
- functions as a member of the School-Based Team and participates in team meetings regarding progress and placement of students
- works in collaboration with school staff & other agencies to foster & develop an at-risk student's potential
- provides support to students and parents, as required
- liaises with teacher and other school personnel, parents/guardians, social, legal and medical agencies
- assists with planning, development, implementation and monitoring of behaviour management programs including record keeping and follow up of student progress.
- assists in the implementation of the instructional program for behaviourally disordered students or other designated students in a class or classroom
- transport students to various locations, as required
- assists in the supervision of student(s) outside of classroom times as required
- assists the teacher in the preparation of special class events
- orders supplies and tracks expenses as needed for special projects
- participates in relevant professional conferences and workshops
- helps with integration where appropriate
- maintains the confidentiality of sensitive information seen or heard
- assists with planning prevention activities

#### **QUALIFICATIONS**

##### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- possession of a Counseling / Social Work / Human Service Worker Certificate
- BC Driver's License - Class 5 Full Privilege with an exemplary driving record as demonstrated by a current driver's abstract

##### **EXPERIENCE**

- six months of experience working with people with behavioral disorders, and one year of counseling experience
- WHMIS Certificate and familiarity with Work Safe BC (WCB) safety procedures

#### **SKILLS & ABILITIES**

- ability to adapt classroom learning tasks to the ability level of learners
- ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others
- skilled in the areas of sports, recreation and leisure time activities
- ability to use independent judgement in selecting and interpreting information
- skilled in behavioral management techniques, conflict resolution and task analysis techniques
- physical capability to perform the job duties
- basic ability to use computers

Revised: January 4, 2023

Reviewed: October 13, 2022

**N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.**