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|  | **Youth Work** | **May 2023** |
| 1. **Position Information**
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| **Position Title**Youth Mentorship Coordinator  | **Department**Youth Mentorship Program  | **Location**Calgary - YYC |
| 1. **Position Summary**
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| The Youth Mentorship Coordinator ensures individuals attending provincial youth court are aware of the legal process and their rights and responsibilities with a service focus on accused individuals, particularly those who have not secured legal representation. The Youth Mentorship Coordinator provides individualized support to youth who require mentorship supports, conducts the recruitment and coordination of mentors and mentees and provides ongoing supervision, support and evaluation for youth mentors. The role supports the coordination and support of Indigenous and group programming in collaboration with the Indigenous Program Coordinator. **Key Outcomes/Measures of Success:**1. In court, Participants gain knowledge of legal/court processes.
2. In court, Participants gain knowledge of community resources.
3. In court, Participants are supported in moving through the legal system with accurate information and more direct support when required
4. In court, Participants gain access to information and skills to prevent engagement in the legal system
5. In the community, Participants are matched to a mentor to support them towards their goals and provides them with a support system which contributes to their personal growth and success
6. In the community, Participants caregivers are involved in a caregiver plan, which supports the Participant in achieving success
7. In the community, Participants are engaged in culturally relevant programming and supports to enhance their cultural connections, improve wellness, and increase their sense of belonging and cultural identity.
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| 1. **Major Duties**
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| 1. Provide current and accurate information regarding court procedures, plea options, and legal processes to Participants directly or through the use of volunteers.
2. Coordinate with the Volunteer Coordinator on recruitment, training and supervision of court volunteers and mentors including communication processes
3. Make appropriate referrals to additional community and legal resources directly or with the collaboration of volunteers and mentors.
4. Advocate on behalf of Participants through interactions with lawyers, crown prosecutors, clerks, court security personnel and other court house NGO’s.
5. Provide individualized support to youth who lack natural and professional resources
6. Support youth and their families who are engaged in the legal system to address individual needs.
7. Coordinate the youth mentorship program (recruit, train, supervise and support)
8. Coordinate programming, cultural resources and collaborations between community networks
9. Develop and nurture relevant partnerships, collaborations and networks
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| 1. **Knowledge and Skills**
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| **Exhibited Skill Sets:** * Strong communication and interpersonal skills.
* Experience working with high-risk youth is an asset
* Lived experience an asset
* Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
* Impeccable organizational skills to provide accurate and timely documents and paperwork
* Ability to work independently and effectively as part of an integrative team.

**Cultural:** * A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice.
* Strong cultural knowledge and understanding of traditional and ceremonial teachings
* Understanding of how to work effectively with Elders, Sacred Teachers and Knowledge Holders and follow traditional protocols
* Indigenous language an asset but not required.
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| **Formal Education** | **Applicable Experience** |
| * Undergraduate or diploma in justice, social work, or other related
* In cases where a degree has not been secured – relevant experience may be considered in lieu of the educational requirement
 | * 1-2 years’ experience minimum
* Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook, TEAMS, Google Networks
* Excellent oral and written communication skills
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| 1. **Review of Existing Position**
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| Original description – updated and approved May 19, 2023 |
| 1. **Salary and Benefits**
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| **Term Position –** Contracted – Regular Salaried**Base Annual Salary Range –** $42, 900 – 46,800 Depending on experience**Weekly Hours –** 37.5 hours per week**Benefits –** 65% of benefits package includes dental, health, insurance, long term disability**Pension –** 3% RRSP employer contribution – with minimum 1.5% employee contribution to RRSP or TFSP **Vacation –** 3 weeks annual vacation**Wellness Days –** 4 – 1 per quarter**Paid Time off –** 12 annual sick days, extra approved time off during Christmas vacation and 14.5 Stat and approved holidays. |
| 1. **Competition Deadline and Contact**
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| Send Resume and Cover Letter to: **Nicolle Hans** – manager@elizabethfrycalgary.ca**Deadline: Until Hired** |