



**Job Title:** Full-Time Youth Counsellor

**Reports to:** Manager of Youth Services

**COVID 19 Protocol:**

All new personnel to KYS must show proof of full vaccination. Unless medically contraindicated, KYS mandates all personnel take the necessary steps to reach and maintain full vaccination. Individuals who cannot be vaccinated due to substantiated grounds (medical and other protected grounds under the Ontario Human Rights Code) may ask KYS to validate the exemption and request an accommodation for these rare circumstances. If approved, they will be subject to additional health and safety measures.

**About Kingston Youth Shelter**

The Kingston Youth Shelter (KYS) is a non-profit agency, established in 1999, that provides temporary emergency shelter for young women and men ages 16 through 24 years. It expanded its mandate in 2015 and provides transitional beds and life skills programming for youth ages 16-24. The KYS is also running a successful program called Kingston Youth Families, providing support to families to help address family breakdown, youth/parent conflict, and general communication difficulties that may leave youth at a greater risk of entering homelessness. Additionally, the KYS has a Prevention Diversion Worker who supports youth in the acquisition of permanent housing. The Kingston Youth Shelter provides these services through a complement of 3 separate locations in the Kingston area (234 Brock St, 212 Yonge St. and 294 Elmwood Ave.). (A new location for the emergency shelter will be purchased in July 2022 on Nelson St.) All services provide a safe environment with in-house counseling services appropriate to reintegrating youth within the employment and social contexts. Particular attention is paid to those determinants of health critical to the support environment needed to meet the Kingston Youth Shelter's mission. ***It is the only shelter in Kingston exclusively devoted to youth.***

**Job Summary:**

The staff of the Kingston Youth Shelter and Transition Homes maintain a clean, safe, and supportive environment. They provide daily support and counselling at our emergency shelter and transitional homes. We work as a team between the shelter and transition homes to assist residents to secure permanent housing, employment, and education. We assist in referring the youth to appropriate resources in the community as well as provide motivational counselling. The Full-Time Youth Counsellors must have excellent problem-solving skills and be able to make critical decisions when working on their own. We assist in referring the youth to appropriate resources in the community as well as provide motivational counselling. Full-Time Youth Counsellors are expected to have the required skill set to respond to crisis situations and to



resolve conflicts. All Full-Time Youth Counsellors will respond directly to crisis situations and resolve conflicts. All Full-Time Youth Counsellors will report directly to the Manager of Youth Services.

### **Time Commitment & Remuneration**

The Full-Time Youth Counsellor position consists of a 40-hours per pay period on a rotation including evenings, nights, and weekends. Full-time Youth Counsellors might have to be on call at times throughout the year when the Manager of Youth Services and Executive Director are unavailable. The Full-Time Youth Counsellors might be asked to come in to work during emergency situations. Wages and benefits are as per the Collective Agreement. This is a unionized position.

### **Major Responsibilities**

- Provide counselling and support to youth in a non-judgemental manner at all our sites.
- Offer support and advocacy to assist all residents (emergency shelter and transitional homes) to follow through with the options they choose.
- Teach life/living skills while role-modelling appropriate behaviour and positive communication.
- Provide information to our youth about services available to them.
- Keep clear and concise written documentation in all house logs, resident files, and any associated paperwork.
- Keep up to date documentation in the electronic record system.
- Keep HIFIS up to date on a daily basis.
- Supervise placement students.
- Keep the Manager of Youth Services or designate informed immediately of any developments, concerns, or problems which may arise that may not otherwise be dealt with through the regular routines.
- Notify the Manager of Youth Services or designate through email as soon as a Service Restriction has been issued.
- Notify the Manager of Youth Services of all critical incidents.
- Target Area Assignment.
- Cleaning and keeping all sites in a presentable condition.
- Perform all requested tasks by the Manager of Youth Services or designate.
- This position may require transportation between sites when necessary.

### **Minimum Requirements**

- Strong counselling skills
- Degree or Diploma in a Human Services or related field as approved by the Manager of Youth Services and Executive Director
- Current First Aid/CPR
- Minimum of 2 years experience



- Current CPIC with Vulnerable Sector

**Desirable Skills/Experience**

- ASIST
- Non-violent crisis intervention
- Mental Health First Aid
- Trauma Informed Training

**Please Note: This position will be dependent on ongoing funding from City of Kingston/United Way**

Kingston Youth Shelter is committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.