

Youth Coach

Basic Functions & Responsibilities

The Youth Coach is responsible for implementing programs as well as collaborating with existing community programs to enhance services available to Youth who are suspected or diagnosed with Fetal Alcohol Spectrum Disorder. As the Youth Coach it is your responsibility to inform and collaborate with staff, and ensure all the programming needs and deliverables are met.

Specific Responsibilities

- Perform case management activities according to NWR FASD Society – Mackenzie Region policies and procedures, in a highly confidential and professional manner under the direction of the Program Supervisor.
- Identify needs of clients through client profile sheets, to inform program and activities that develop strengths and enhance social, communication and advocacy skills.
- Travel and transportation as required.
- Communicate and collaborate with caregivers.
- Identify and collaborate with community providers and agencies whose services are relevant to Youth needs.
- Assist Youth in setting goals based on their individual needs assessments, and in identifying steps to achieve their goals and monitor their progress.
- Create a case plan to provide and guide casework for each Youth.
- Provide outreach services to engage and connect clients with the community agencies that will help develop their needs and goals.
- Collect and enter data.
- Coordinate schedule to attend appointments with community providers with whom Youth is involved. Maintain regular contact with network of service providers.
- Attend and participate in weekly debriefing supervision with Program Supervisor to discuss your needs, client needs, goals and issues as scheduled.
- Utilize evaluation tool to measure deliverables and collaborations with other agencies.
- Participate in staff meetings.
- Participate in required training.
- Obtain and maintain current CPR and First Aid certification, provided by the FASD Society.
- Contribute to report writing, trainings, and presentations as needed.
- Maintain up to date records, information and filing system on the youth program in an organized and easy to access system.
- Other duties as assigned.

Youth Coach

Supervision Received

Report directly to Program Supervisor. Work effectively and efficiently in the field with little supervision, with the ability to manage time and files effectively and prioritize and problem solve.

Employee Signature

Executive Director Signature

Effective Date

