



**KSCS**

Kahnawake Shakotia'takehnhas Community Services

## EMPLOYMENT OPPORTUNITY

### Youth Advisor (Maternity Leave Replacement)

**KSCS is seeking an experienced individual to provide counselling and support services to youth that are aging out of the Foster Care/Group Home System.**

Under the supervision of the Team Leader of the Post Majority Support Services, the Youth Advisor Role is responsible for providing comprehensive support to high-risk youth who are currently in care of transitioning out of the foster care or group home systems. This role involves offering guidance and resources to help these individuals navigate the challenges associated with aging out of care, including access to education, employment opportunities, and life skills development. The Youth Advisor will work collaboratively with internal and external resources to ensure that these youth receive the necessary support and resources to achieve stability and independence as they move into adulthood.

#### Required Education & Experience:

- University Degree in social science or health-related discipline, with one (1) to three (3) years previous work experience in a social service environment or in a support capacity.
- College Diploma in social science or health-related discipline, with three (3) to five (5) years previous work experience in a social service environment or in a support capacity.
- Minimum High School with five (5) years or more related work experience and/or training may be considered
- A valid driver's license and access to a vehicle.

**Status:** Eighteen (18) month contract, with a six (6) month probationary period.

**Salary:** Starting at \$30.63/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Friday, February 13<sup>th</sup>, 2026, at 4:00 pm.

GENERAL INFORMATION	
Code:	FLS11
Job Title:	Youth Advisor
Department:	Child and Youth Wellness
Date of Job Description Revision:	December 12, 2024
Job Reports To:	Team Leader Post Majority Support Services

JOB DESCRIPTION SUMMARY	
Under the supervision of the Team Leader of the Post Majority Support Services, the Youth Advisor, is responsible to provide support to high-risk youth who are in care and/or aging out of the Foster Care/ Group Home system.	
The Youth Advisor Role is responsible for providing comprehensive support to high-risk youth who are currently in care or transitioning out of the foster care or group home systems. This role involves offering guidance and resources to help these individuals navigate the challenges associated with aging out of care, including access to education, employment opportunities, and life skills development. The Youth Advisor will work collaboratively with internal and external resources to ensure that these youth receive the necessary support and resources to achieve stability and independence as they move into adulthood.	
With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.	
Decisions based on independent judgment, requiring further investigation & evaluation; within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate & sound. Seeks consultation/guidance as needed.	

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
<b>Provides support and advocacy to youth in and from care.</b>	<ul style="list-style-type: none"> <li>➤ Provides support (building self-esteem, social skills, relationships, positive mental health, and stability) to youth in and from care, as required.</li> <li>➤ Providing support and advice in a one-on-one or group setting on an as-needed basis.</li> <li>➤ Provides support on basic life skills, household management, financial management, housing, employment, education, family, and relationships.</li> <li>➤ Brings innovative, creative, holistic and cultural approaches to service delivery by integrating traditional and conventional approaches to service delivery that is responsive to client/ group needs.</li> <li>➤ Provides facilitation and planning of therapeutic, support or skill building groups.</li> </ul>
<b>Educes and sensitizes internal and external stakeholders to the realities and barriers facing youth in and from care.</b>	<ul style="list-style-type: none"> <li>➤ Serves as a liaison to youth in and from care who are unfamiliar with other resources.</li> <li>➤ Responsible for finding information relevant to the needs of the clients.</li> <li>➤ Acts as an advocate on client's behalf and assists them in navigating the processes of various agencies.</li> <li>➤ Provides information about services and resources available locally.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Liaises with teachers, social workers, local authorities, health professionals, legal representation, financial institutions, and family members as requested.</li> <li>➤ Acts as a consultant to internal and external stakeholders when developing Standard Operating Procedures and programming that would impact youth in and from care.</li> <li>➤ Works with internal and external stakeholders to provide workshops and education to address barriers and limitations that face youth in and from care.</li> </ul>
<b>Develops effective relationships with community organizations.</b>	<ul style="list-style-type: none"> <li>➤ Establishes contacts and works in conjunction with KSCS Support Services, Tewatohnhi'saktha, First Nations Adult Education Program, schools, hospitals, Peacekeepers, Mohawk Council of Kahnawake's Social Development Unit, legal, shelters, group homes and any other resources that may be necessary for the best interests of youth in and from care.</li> <li>➤ Attends and participates in meetings with internal and external resources.</li> <li>➤ Researches, plans and conducts workshops focused on the specific needs of youth in and from care.</li> <li>➤ Works with the Youth Support Workers to conduct a needs assessment with the youth in and from care between the ages of 16-25.</li> </ul>
<b>Maintains an accurate accounting of records.</b>	<ul style="list-style-type: none"> <li>➤ Maintains accurate records of time sheets, expenses, travel claims, caseload summaries, and schedules; submits these records to the immediate Supervisor in a timely manner.</li> </ul>
<b>Assists in promotion of and planning for activities aimed at raising awareness of youth in and from care.</b>	<ul style="list-style-type: none"> <li>➤ Writes articles and promotion campaigns for requested activities related to youth in and from care.</li> <li>➤ Assists in development of initiatives and or proposals geared towards youth living in or from care as a way of addressing stigma and sensitizing the community to the realities of this population.</li> <li>➤ Participates in organizational and community meetings as needed.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisor.</b>	

<b>COMMUNICATIONS</b>	
<b>Team Work:</b>	<ul style="list-style-type: none"> <li>➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.</li> </ul>
<b>Advising:</b>	<ul style="list-style-type: none"> <li>➤ Frequently provides information that must be understood and explained.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Types of Schedule:</b>	<ul style="list-style-type: none"> <li>➤ Regular work week, occasional flex required.</li> </ul>
<b>Stress Factor:</b>	<ul style="list-style-type: none"> <li>➤ Moderate stress (some periods of high stress).</li> </ul>
<b>Deadlines:</b>	<ul style="list-style-type: none"> <li>➤ Some tight deadlines (unplanned).</li> </ul>

## ACCOUNTABILITY

To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures, and directives.

- To provide professional, trustworthy, and tactful support and counselling services to individuals, families, youth of the Kahnawà:ke community.
- To provide accurate and timely support in the administrative duties of the program.
- To approach all Kahnawake Community members and others in a respectful way.
- To demonstrate a positive role model in the community.
- To maintain confidentiality practices.

## QUALIFICATIONS

<b>Education and Experience required</b>	<ul style="list-style-type: none"><li>➤ University Degree in social science or health-related discipline, with one (1) to three (3) years previous work experience in a social service environment or in a support capacity. Or</li><li>➤ College Diploma in social science or health-related discipline, with three (3) to five (5) years previous work experience in a social service environment or in a support capacity. Or</li><li>➤ Minimum High School with five (5) years or more related work experience and/or training may be considered.</li></ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"><li>➤ Ability to handle conflict situations.</li><li>➤ Strong organizational, office skills, time management skills with ability to meet deadlines.</li><li>➤ Ability to multitask.</li><li>➤ Excellent decision-making skills.</li><li>➤ Good knowledge and understanding of the issues facing the community and more specifically the youth.</li><li>➤ Knowledge of social systems and family dynamics.</li><li>➤ Good knowledge of computer programs (MS Word, Excel etc).</li><li>➤ Ability to work flexible hours, evenings and/or weekends to meet the needs of the client.</li><li>➤ Valid drivers' license and access to a vehicle.</li><li>➤ Lifestyle must reflect that of a positive role model.</li></ul>
<b>Assets</b>	<ul style="list-style-type: none"><li>➤ Had first-hand experience of living in care (i.e. institutional or foster care)</li><li>➤ Knowledge of Kanien'keha.</li><li>➤ Knowledge of French.</li></ul>

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**Immediate Supervisor**

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**Incumbent**

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**Date**