



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Employment Opportunity

Youth Transition Support Worker

(Temporary placement until March 31, 2027; 30 hours per week)

Position	Youth Transition Support Worker
Department	Child and Family Wellness
Location	Community and office-based work, with travel for outreach and community engagement as required
Option	Temporary placement until March 31, 2027; 30 hours per week, 5 days per week
Reports to	Child and Family Wellness Manager
Classification	Technical
Salary/Starting Wage	\$43,000 - \$51,000 annually
Benefits	In accordance with HFN policy and the applicable employment status
Application Deadline	Open until filled

FUNCTION AND JOB SUMMARY

Huu-ay-aht First Nations Government is seeking a caring, reliable, and culturally grounded Youth Transition Support Worker to support young adults who are former youth in care as they move into adulthood. This position provides respectful front-line support for Huu-ay-aht citizens ages 19 to 27 by helping them access practical resources, strengthen life skills, navigate services, and reconnect with family, community, culture, and language. The role is rooted in dignity, trust, and wraparound support, and contributes to Huu-ay-aht's commitment to Bring Our Children Home and support long-term wellbeing.

The Youth Transition Support Worker provides case management, systems navigation, advocacy, and life-skills coaching for eligible young adults transitioning from care. Working with the Child and Family Wellness team, families, Huu-ay-aht departments, Elders or cultural supports where appropriate, and external service providers, the position helps clients build stability in housing, health, education, employment, identification, income, and daily living. The role requires strong boundaries, confidentiality, trauma-informed practice, and consistent follow-up. All work is carried out in alignment with Huu-ay-aht values and the Sacred Principles of ?iisaak, ?u?aa?uk, and Hi?ukma c?awaak.



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KEY ACCOUNTABILITIES

Program Governance and Quality Assurance

- Implement and monitor policies aligned with the Bring Our Children Home strategy.
- Support quality assurance, compliance, continuous improvement, and consistent service delivery.
- Contribute to program planning, evaluation, and reporting to leadership as required.

Client Case Management

- Conduct intake, needs assessments, and ongoing check-ins with eligible young adults.
- Co-develop individualized life plans that support stability, independence, and long-term wellbeing.
- Provide trauma-informed coaching related to budgeting, tenancy, daily living, safety, and life readiness.

Service Navigation and Advocacy

- Coordinate with internal programs and external agencies to remove barriers and connect clients to supports.
- Assist clients to access housing, health care, identification, banking, transportation, income supports, education, and employment services.
- Advocate respectfully for clients' rights and entitlements within housing, health, education, employment, and income systems.

Cultural Reconnection and Community Wellness

- Support family reconnection, cultural mentorship, and participation in community or land-based programming.
- Provide service in a culturally safe manner that recognizes the strengths, needs, and lived experiences of Indigenous youth and families.
- Engage Elders, Knowledge Holders, and cultural resources where appropriate and approved.

Administrative Stewardship and Financial Accountability

- Maintain accurate, confidential case documentation, reports, file notes, claims, and program records.
- Track program expenditures, disbursements, outcomes, and data required for forecasting, reconciliation, and reporting.
- Ensure documentation aligns with policy, privacy standards, funding requirements, and approved processes.

Stakeholder Collaboration

- Build strong working relationships with Huu-ay-aht departments, regional partners, and community service providers.
- Support seamless wraparound coordination with families, staff, leadership, and external partners.



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- Communicate clearly, respectfully, and in a timely manner with all parties involved in client support.

CORE RESPONSIBILITIES

Client Engagement and Support

- Deliver one-on-one coaching, crisis de-escalation, and safety planning using a trauma-informed, strengths-based approach.
- Support clients to regain identification, secure banking, access transportation, and meet life-readiness milestones.

Education, Employment, and Career Development

- Link clients to upgrading, post-secondary programs, apprenticeships, mentorship opportunities, and career pathways.
- Provide job readiness coaching, resume and interview preparation, and employment retention support.

Data, Outcomes, and Reporting

- Ensure program metrics, progress reports, and file audits are accurate and submitted on time.
- Monitor client and program outcomes to support continuous improvement and leadership reporting.

OPERATIONAL REQUIREMENTS

- Valid Class 5 BC Driver's Licence and reliable transportation.
- Ability to travel for outreach, meetings, home visits, community engagement, and service coordination.
- Flexibility to work evenings, weekends, and occasional overtime as required.
- Successful completion of background screening, including employment verification, references, and other required clearances.
- Ability to work with confidential and sensitive information with discretion, care, and sound judgment.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Human Services diploma, Social Work, Child and Youth Care, or a related field; or an equivalent combination of education and experience.
- Demonstrated experience supporting vulnerable populations, preferably in a First Nations or community-based setting.
- Knowledge of the Child, Family and Community Service Act, post-majority care frameworks, and related legislation is an asset.
- Training or experience in trauma-informed practice, cultural safety, and lateral violence prevention is an asset.



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- Proven experience with reporting, planning, documentation, program delivery, and service coordination.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of trauma-informed, culturally safe practice within an Indigenous context.
- Strong interpersonal communication skills and the ability to build trust with clients, families, staff, and partners.
- Strong administrative, recordkeeping, documentation, and follow-up skills.
- Ability to manage confidential records and sensitive situations with professionalism and care.
- Skill in crisis management, de-escalation, safety planning, and problem solving under pressure.
- Familiarity with community-based service networks, including housing, education, health, income, and employment systems.
- Ability to work independently and collaboratively in a multidisciplinary environment.
- Cultural humility, empathy, reliability, accountability, and commitment to Indigenous self-governance and community wellbeing.

WORKING CONDITIONS

- Work is performed in community and office settings, including home or field visits as required.
- The position may involve exposure to sensitive information and emotionally charged situations.
- Strict adherence to confidentiality, privacy, respectful workplace expectations, and safety protocols is required.

COMPENSATION AND EMPLOYMENT TERMS

This is a temporary placement until March 31, 2027. The position is classified as Technical with a salary range of \$43,000 - \$51,000 annually. Employment terms, benefits, vacation, statutory holidays, leave provisions, and any applicable pension or group plan eligibility will be administered in accordance with the final employment agreement and applicable HFN policy or plan terms.

HOW TO APPLY

Submit to:

Human Resources

Huu-ay-aht First Nations Government

Email: hr@huuayaht.org

Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555 / 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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Please quote "Youth Transition Support Worker" in the subject line or application package.

Application deadline: Open until filled.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens and Indigenous applicants in accordance with HFN policy, while ensuring hiring decisions are based on qualifications, experience, and operational requirements.

Applicants who require accommodation during the recruitment process may contact Human Resources. Accommodation requests will be handled respectfully and confidentially.

Personal information submitted through job applications will be used for recruitment, selection, hiring, and related Human Resources administration. Please do not submit a Social Insurance Number, banking information, medical information, or other highly sensitive personal information with your initial application unless HR specifically requests it through a secure process.



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Vision - The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ?iisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.

Mission - As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, and deliver social, cultural, and recreational programs for all Huu-ay-aht.

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics - be prepared, on time and ready to work
- Ethics - be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them - clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

RESPECT

- Golden Rule - Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette - remember the common courtesies, kindness, and compassion
- ?iisaak
- Observe protocol and ceremony

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other