



**JOB POSTING: Trustee Worker** (Full time, 35 hours/week)  
15 Month Contract: January 2018-March 2019

**Wage range: \$16-20/hour**

**Application Deadline: noon Wed. January 3, 2018**

For over a decade, the YES Shelter for Youth and Families has provided shelter, education, and transitional supports in Peterborough. Our services are expanding to offer trustee services to select youth aged 16-24.

The Trustee Worker will be responsible for the ongoing, flexible support of youth who are at risk or experiencing homelessness (including individuals living with mental illness, developmental disability, addictions) and lacking money management skills. The Trustee Worker provides the necessary tools for individuals to manage their financial affairs at the highest degree of independence possible through individualized and group support. Part of this full-time position is dedicated to assisting with volunteer and event management, social media administration, and other administrative tasks.

**Responsibilities:**

- Collaboratively prepare realistic budgets and develop fund access agreements with clients
- Schedule appointments and maintain clear communication with clients
- Keep accurate records and be consistent in following procedures
- Provide guidance, support and referrals to clients where necessary
- Network and coordinate with other service providers to better serve all clients
- Collect and maintain program statistics as required for reporting and outcome measurement
- Organize annual events co/hosted by YES
- Screen and coordinate volunteers
- Maintain YES' social media presence
- Provide all services in a non-judgmental manner that respects confidentiality and reflects a belief that every individual is capable of change.

**Qualifications:**

- Post-secondary degree or diploma in a relevant discipline and/or equivalent experience working in a similar role
- Awareness and understanding of adolescent development and issues related to poverty and homelessness
- Demonstrated ability to work with youth from diverse backgrounds in an empathetic and non-judgmental manner
- Ability to effectively and calmly intervene with clients who are in high stress
- Financial literacy and ability to communicate effectively regarding financial matters.
- Proficiency in effectively using word processing programs, spreadsheets, email. Proficient and accurate data entry and consistent record keeping. Willingness to learn other software systems the agency may use to administer the trustee program.
- Advanced communication abilities (speaking, listening and writing)

- Strong organization skills and high attention to detail
- Self-motivated and ability to work independently
- Experience in organizing events and screening/coordinating volunteers
- Knowledge of social media platforms an asset
- Knowledge of youth-serving community resources and partners an asset
- Experience in life skills instruction, particularly budgeting, an asset.

**Certification:**

- Standard First Aid and CPR Level C, NVCII (or equivalent), required.
- ASIST certification an asset.
- Must provide acceptable criminal records check (with vulnerable sectors search)

**Application Process**

Please apply for this position via [www.Indeed.com](http://www.Indeed.com) or [www.charityvillage.com](http://www.charityvillage.com) to Selda Panchishin, Finance and Resource Coordinator by noon, Wednesday January 3rd, 2018. In your cover letter, please indicate your availability for an interview on Monday, January 8 between 2-8pm.

The YES Shelter for Youth and Families is an equal opportunity employer committed to fostering a diverse workforce and an inclusive and equitable work environment.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. If contacted regarding an employment opportunity, please advise us if you require any accommodation.

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