



POSITION DESCRIPTION

POSITION TITLE: Pathways Coach

RESPONSIBLE TO: Pathways to Education Program Manager

GENERAL ACCOUNTABILITIES:

*The **Pathways Coach** serves as a champion of the Compass Community Health Vision and Mission, through the Pathways to Education program, in a fully integrated participant experience and promotes an environment that is consistent with the Health Centre's Statement of Values and Principles. The Pathways Coach efficiently and effectively implements innovative strategies and actions, and monitors and evaluates participant experience and results to ensure participants successfully achieve participant and program goals. The Pathways Coach advocates on behalf of the program participant, acting as a liaison between the participant and teachers, school representatives, parents and community resources using participant centered traditional, non-traditional and innovative approaches to achieve optimal health and prosperity.*

SUMMARY OF FUNCTIONS:

The Pathways Coach provides an integrated student experience by supporting Pathways program participants who are enrolled in and attending secondary schools. The Pathways Coach participates in implementing a goal plan for each participant, evaluates progress and actively contributes to participant progress updates in the individual plan. As part of a team that also involves, the student, parents, teachers, school/system resources, volunteers and community resources, the Pathways Coach identifies strengths and challenges to participants' goal achievement. The Pathways Coach will monitor the goal plan on a continual basis, and will implement and evaluate strategies to resolve/remove obstacles to goal achievement. This role maintains a close and dynamic relationship with the Career Coordinator to ensure that each participant is attentive and engaged with their progress and academic requirements. This role also includes on-site volunteer engagement, maintenance of a safe, attractive, comfortable, efficient program area to enhance the development and achievements of Pathways participants.

SPECIFIC ACCOUNTABILITIES:

1. Meet individually with roster of 35-45 program participants on a weekly or bi-weekly basis to ascertain academic progress with a goal of graduation within five (5) years
2. Support program participants through development of goals of action plans and through consistent follow up to monitor progress toward goal achievement
3. Ensure efficient and effective program implementation through facilitation of programs that provide academic and social support for participants
4. Deliver informal counseling and advocacy on academic, career planning, and other matters relevant to program participants
5. Implement processes to match and monitor volunteer effectiveness with participants, providing real-time feedback and modeling of techniques to improve program delivery
6. Track participant financial supports as well as other program supports and ensure participants are accountable for these supports – prerequisites have been satisfied, etc
7. Provide initiative, resource coordination, monitoring, team input for participant success

8. Establish and maintain positive, effective and supportive relationships with Pathways participants, adult volunteers, parents/guardians, secondary school staff, and community resources as well as with Pathways team through regular contact, participant focused communication
9. Organize, and make readily available, required resources and materials for participants and volunteers
10. Maintain a positive, safe, efficient, attractive and focused learning environment at all program sites
11. Provide written and oral updates and reports to Program Director
12. Gather information required to support and actively contribute to periodic and ongoing program evaluation and improvement
13. Act as a contributing and collaborative team member with Site Support Staff to maintain security, clean up and safety routines
14. Act as an internal resource to Health Centre staff by establishing connections and positive strategic relationships with community members, resources and partners
15. Organize space, routines, and attendance records for participant learning opportunities/experiences
16. Participate in volunteer appreciation initiatives, committees and additional events
17. Other duties as required

QUALIFICATIONS:

1. Understanding of mentoring relationships with youth using a combination of individual coaching and group facilitation techniques
2. Proven ability to understand and address strengths and capacities, as well as barriers and challenges faced by high school age youth from diverse backgrounds to satisfy graduation requirements
3. Assessment, knowledge and experience with various learning styles, with ability to implement innovative coaching strategies
4. Ability to evaluate volunteer effectiveness and to provide real-time support and coaching during programming initiatives
5. Facilitation techniques appropriate to youth and adults in a variety of settings, including one-one-one and small or large groups, from diverse backgrounds, interests and abilities
6. Demonstrated ability to be flexible, possesses excellent organization and problem-solving skills
7. Good communication and interpersonal skills with positive, optimistic attitude
8. Demonstrated ability to work effectively on a team that includes both staff and volunteers to ensure an effective and efficient working environment
9. Knowledge of community and social service resources, in particular services for youth which can access in order to support their individual emotional and social development
10. Experience in planning and delivering successful formal and informal programming for youth
11. Proficiency in the use of personal computers and various word-processing and database packages
12. Commitment to anti-discrimination concepts and equity practices

EDUCATION:

Bachelors Degree in health, education, social science or related discipline or a combination of some post-secondary education and significant experience in youth development.

I understand the requirements, essential functions and duties of the position.

Date

Revised: December 2019 (CCH)