



# HÔTEL-DIEU GRACE

ESTD HEALTHCARE 1888

## SERVICE DESCRIPTION FOR HIGH SCHOOL CO OP STUDENT PLACEMENT

### Name of placement area/unit:

Regional Children's Centre, Community Practice, Youth in Partnership (YiP)

### Located:

Regional Children's Centre, HUOT Building

### Contact Person (Title):

Tammy Drazilov, Coordinator, Community Practice

### Description of placement:

Regional Children's Centre (RCC), Marketing Student Co-op Placement. This position will report to the Community Practice Coordinator, Hôtel-Dieu Grace Healthcare (HDGH), and Regional Children's Centre (RCC). Focus on supporting the YiP Youth in Partnership committee. The YiP Co-op Student will participate in program development, delivery and evaluation, bringing youth perspective and voice to strengthen youth engagement across lead agencies initiatives. **NOTE: This placement does not provide any interaction or contact with children.**

### Duties:

#### Responsibilities

- Maintain and foster confidentiality in all aspects of written and verbal communication.
- Perform administrative functions and event planning activities.
- Bring a youth perspective and voice to the development delivery and evaluation of the youth engagement project for the YiP committee and HDGH-RCC.
- Provide knowledge and support to integrate youth engagement practice in an efficient, effective and inclusive manner.
- Respond promptly and appropriately to phone and email inquiries.
- May attend local community meetings and events (with parental permission) with Community of Practice Coordinator.
- Perform other related duties as assigned by Community Practice Coordinator.

#### Knowledge, Skills and Abilities

- Must be very organized, mature, and independent.
- Must be an excellent listener, advocate and support other youth.

- Ability to promote a positive relationship with other youth, community partners and staff.
- Excellent organizational and communication (verbal, written and proofreading) skills.
- Excellent computer skills using various programs such as word, outlook, publisher, excel, etc.
- Self directed with demonstrated coordinating, multi tasking, repetitive task completion and prioritizing abilities.
- Well developed judgment and decision making skills.

Ideal for students interested in social science or promoting youth mental wellness.