

# SERVICE DESCRIPTION FOR HIGH SCHOOL CO OP STUDENT PLACEMENT

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

### Contact Person:

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Coordinator

Community Practice

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**General Description** - 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.

### **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.