

Practicum Student Job Duties – B You Program

Big Brothers Big Sisters of Victoria and Area is a non-profit agency providing community and school-based programs for children and youth aged 6-18 in the Victoria Capital Region. BBBS Victoria's mission is to positively affect our community by providing mentoring programs for children and youth. The belief in power of mentoring aligns with the vision that all young people realize their full potential.

B You: Healthy Bodies, Healthy Minds and *B You: Online* are group mentoring programs designed for female-identifying and gender diverse youth between the ages of 10-15. Groups of 8-12 youth are matched with 2-3 fully screened and trained mentor facilitators. Over the course of 9-10 weeks, groups meet for 1 hour and 15 minutes per week to build life skills and develop self-compassion through activities and group discussions on a variety of topics.

The practicum student will be currently enrolled in either the School of Social Work or the School of Child and Youth Care program and will be in their 3rd and/or 4th year and/or be enrolled in a Master's program in order to qualify for the Agency's placement. The student can be enrolled in *any* accredited post-secondary institution within Canada.

The practicum student will possess the following skills:

- Teamwork
- Clear communication
- Problem-solving
- Highly organized
- Adaptability
- Creative

- Prioritizing tasks
- Time Management
- Caring
- Committed
- Efficient
- Reliable

Key Duties and Responsibilities

Under the supervision of the B You Coordinator, students will work to support mentoring matches between volunteer mentors and the children and youth we serve. For each placement we will consider the needs of the Agency, the skills and experience of the Practicum Student, and the desired outcomes of the placement to determine specific duties and responsibilities for that placement. Using the following task list, we will work together with each student to develop a work plan for their placement.

B You Program Support

- Complete the required intake and training pieces to become a B You Facilitator
- Adherence to Program policies and Procedures as detailed in the Service Delivery Manual Plan and facilitate in-person and/or virtual B You session(s) for female identifying youth ages 11-15
- Plan and implement a legacy project based on interests and relevant strengths
- Maintaining electronic and hard files to ensure files are up to date and accurate as per agency policy
- Compliance with National Standards

- Support to Agency Strategic Goals
- Archive files as per agency guidelines
- Maintaining confidentiality, abide by agency expectations, commitment to professionalism
- Shadowing and co-facilitating volunteer screening interviews
- Writing volunteer screening assessments and interview summaries
- Attending or co-facilitating Volunteer Orientation and Training sessions
- File management
- Assist in updating program curriculum as needed
- Attend weekly meetings with supervisor
- Attend agency specified training
- Documenting contacts with match participants in case notes for supervisor's approval before being recorded into Dynamics CRM
- Plan and facilitate B You Mentor Social (as applicable)
- Fulfill any additional tasks as directed by the B You Coordinator

Qualifications

- Minimum of two years post-secondary education in a social or human services field (e.g. Social Work or Child and Youth Care) required. Any previous experience working as a front-line staff with children, families, and/or volunteers considered an asset
- Record keeping and case management experience not required but considered an asset
- Able to work along-side supervisor as well as independently
- Clean police record check including vulnerable sectors check required
- Strong written and oral communication skills
- Excellent computer skills

Availability

- Flexible hours depending on the student's availability and the practicum placement requirements (placement will likely be within Monday to Friday, with flexibility in hours but generally following regular school and business hours of 9:00am-4:00pm)
- Depending on the nature of BC Public Health orders pertaining to the pandemic, administrative tasks may be completed from home