



MNAASGED CHILD AND FAMILY SERVICES, EMPLOYMENT OPPORTUNITY – YOUTH SERVICES COORDINATOR

GENERAL DESCRIPTION

Reporting to the Director of Services, the Youth Services Coordinator is responsible for coordinating, organizing, and supervising the Post Majority Care (PMC)/Youth In Transition (YIT) Programs. The main function is ensuring youth are receiving culturally appropriate programs and support services that reflect their unique goals and objectives to prepare youth for a successful future.

RESPONSIBILITIES:

Support Functions:

To provide a variety of services that support youth in Post Majority Care settings.

- Supervise and guide the PMC/YIT workers in clinically assessing the needs of young people in the area of planning, linking youth to culture, clinical, Elders, skill development, mentorship, justice, fitness, healthy lifestyle, education, employment services, violence prevention, mental health, healthy relationships, and housing
- Assess the needs of PMC young people, planning, linking, and delivering programs related to areas such as life relating to skill development, health and fitness, smoking, drugs, education, employment services, violence, mental health, relationships, and housing
- Mentor, coach, and support individuals by facilitating programs aimed at post majority care goals and objectives to encourage growth in young people as well as encouraging greater social inclusion
- Mentor, coach, and support PMC/YIT workers through regular supervision, case management, and connecting them to youth specific training.
- Build positive relationships with PMC/YIT workers, and related community agencies/partners
- Reinforce conflict resolution, positive communication, household respect through positive reinforcement, role modeling, and supportive listening
- Build positive relationships with related community agencies/partners
- Develop a process to ensure quality programs are developed and delivered by the PMC/YIT programs
- Provide advocacy when necessary to address gaps in services for youth
- Provide advocacy for youth and direction to existing services when entering Post Majority Care settings, check in regularly with outside services to see if changes need to be made.
- Identify and model connections between the youth and those who are identified as meaningful and beneficial to them
- Connect and network with service-related professionals to promote the PMC/YIT program
- Complete all pertinent data for case records and reports, including case management notes, case histories and other correspondence within the Ministry reporting timelines
- Assist PMC/YIT Workers in coordinating and setting up, and clean up of facility for training, programming, or special events
- Ensure appropriate inventory is available for programming
- Complete administrative support when requested or required
- Work with the PMC/YIT workers to assist in goals and objectives planning
- Evaluate PMC/YIT program to ensure outside services meet youths' goals and objectives

Relationship and Team Building



To work collaboratively and cooperatively at all levels to support the use of a family-centered, strength based, child focused practice while assisting families to build their capacity in providing safe and nurturing environments for the Youth.

- Demonstrate behaviors, actions and attitudes that are consistent with MCFS's vision, mission, and values
- Through role modeling build a positive supportive environment through team building, self awareness, self reflection, and self care.
- Ensure appropriate communication and consultation with PMC/YIT workers at appropriate times
- Ensure PMC/YIT program is maintaining professional communication with all internal and external service providers including, Alternative Care Homes, the police, schools, employment, clinical, and medical professionals
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally, and collaboratively with team members, Band Reps and all community collaterals
- Provide supervision to PMC and YIT workers

Administration and Reporting

To complete administrative functions, reports and adhere to MCFS policies, procedures and relevant practices.

- Provide reporting to appropriate funding sources from time to time
- Work in compliance with the Occupational Health and Safety Act and any other legislation
- Develop and maintain a detailed work plan of activities
- Ensure confidentiality and safekeeping of MCFS documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the MCFS's human resources, finance and other policies and procedures in the performance of duties

Other Duties

- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

Bachelor of Social Work

Minimum Experience

Two (2) years' direct experience in a social services agency

Knowledge Requirements

- Knowledge of MCFS programs and services
- Knowledge and understanding, respect and sensitivity of member Nation cultures and traditions
- Basic knowledge of the Child, Youth and Family Services Act (CYFSA)
- Expert knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of the stages, process and milestones of normal development of children from birth to adolescence
- Knowledge of dynamics and issues facing children in Alternative Care Settings

SPECIAL SKILLS

- Excellent interpersonal skills
- Excellent written and oral communication skills



- Strong organizational and administrative skills
- Sound computer skills
- Demonstrated proficiency in crisis intervention, conflict resolution, mediation and problem solving
- Proven ability to work with Youth and First Nation communities
- Adherence to professional code of ethics
- Ability to facilitate youth programs
- Ability to work with and meet strict timelines
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to take initiative
- Ability to deal with highly sensitive and personal information and maintain the appropriate safeguards for the confidentiality of MCFS information and client records
- Ability to speak a member Nation language is preferred and a definite asset
- Strong commitment to the Indigenous children and their families

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, unrestricted access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage

SALARY **\$60,000 – 65,000**

Hours of Work

Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches. As well, the successful candidate must be able to work as required some evenings and weekends

This is a permanent full-time position.

Pension and benefits become available upon completion of 6-month probationary period

CLOSING DATE: Friday, May 12, 2023 at 4:00 p.m.

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Anyone requiring more information about our agency or this position may contact:

Carol Antone, Human Resources Developer

carol.antone@mnaasged.com

(519) 289-1117 ext. 237

Please forward your cover letter, resume and 3 working references letters via email or mail to:

hr.confidential@mnaasged.com

CONFIDENTIAL - Human Resource Department

Mnaasged Child and Family Services

311 Jubilee Rd. Muncey, ON N0L 1Y0

