



## EMPLOYMENT OPPORTUNITY MNAASGED CHILD AND FAMILY SERVICES

<b>POSITION TITLE:</b> Youth Services Coordinator	<b>CLASSIFICATION:</b> Permanent Full-time
<b>CLOSING DATE:</b> Posted until Filled	<b>SALARY:</b> \$60,000 - \$65,000

### **GENERAL DESCRIPTION**

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

### **RESPONSIBILITIES:**

#### **Support Functions:**

- 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
- Develop a process to ensure quality programs are developed and delivered by the PMC/YIT programs

#### **Relationship and Team Building**

- 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 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

#### **Administration and Reporting**

- 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
- 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

#### **SPECIAL SKILLS**

- Excellent interpersonal skills
- Excellent computer, written and oral communication skills
- Demonstrated proficiency in crisis intervention, conflict resolution, mediation and problem solving
- Ability to meet deadlines and work flexible hours
- Ability to deal with highly sensitive and personal information and maintain the appropriate safeguards for the confidentiality of MCFS information and client records

#### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check, Consent to Child Welfare 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
- May be required to work overtime or work flexible hours from time to time

For a full job description, please contact Carol Antone, HR Developer [hr.developer@mnaasged.com](mailto:hr.developer@mnaasged.com)  
519 289-1117 ext. 237

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

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

[hr.confidential@mnaasged.com](mailto:hr.confidential@mnaasged.com)

CONFIDENTIAL - Human Resource Department

Mnaasged Child and Family Services, 311 Jubilee Rd. Muncney, ON N0L 1Y0

**Only those selected for an interview will be contacted**