



JOB TITLE: YOUTH JUSTICE DIVERSION CASE WORKER – FULL-TIME

REPORTS TO: PROGRAM MANAGER

APPROVED BY: EXECUTIVE DIRECTOR

APPROVAL DATE: OCTOBER 2018

VISION

All children and youth have the opportunity to grow to their fullest potential. Their success is our priority.

PURPOSE OF POSITION

The Youth Justice Diversion Case Worker, works in partnership with the Crown Attorney, local police services, and the Youth Justice System, offering programs that divert youth age 12-17, who are in conflict with the law and are prepared to be accountable for their actions away from the traditional criminal justice system. The goal of this position is to advocate for the individual and provide appropriate diversion opportunities. Case workers provide mental health supportive services as directed.

WHAT WILL YOU DO

Program and Services Coordination

- Perform intakes and assessment of needs of designated case files, together with outreach throughout Northumberland County, as required
- Provide case management to children and youth upon referral to programming & services
- Liaison with Youth Justice Services (i.e. Probation, Crown, Courts & Police), and other community partners
- Attendance at Youth Court
- Work collectively with the Youth Justice Court System to arrange for and facilitate psychiatric or other assessments as required
- Case management including: preparation of assessment materials, psychiatric/mental health history, and all other services accessed
- Assist in facilitation and coordination of Extrajudicial Measures Program, and Youth Justice Committee Program
- Facilitate the development of agreements for all designated youth justice diversions, outlining sanctions and/or measures as required, and monitor completion of agreements
- Maintain client files
- Database entry and recording of information for referred and participating clients, including for purposes of program evaluation, assessment of needs and statistical reporting

- Attend/participate in Youth Justice Committee meetings in partnership with YJC volunteers as required
- Refer and link clients to appropriate services and programs, both internally and externally
- Assist in the regular review and development of program/services
- Assist with the coordination and facilitation of group programs and workshops as required
- Attend meetings with schools, families and other social service providers as required
- Assist with the public awareness and promotion of YMHCW program and other Rebound programs
- Utilize Ministry and Rebound outcomes measures and evaluation tools to evaluate programs and monitor outcomes
- Participate in committees as requested by the Program Manager and Executive Director
- Other duties as assigned and/or requested

Youth Mental Health Supportive Services (YMHSS) Team

- Provide assistance as required on the YMHSS Team, reporting to YMHSS Team Lead.
- Provide brief mental health supportive skills building services – 1 – 6 sessions
- Implement treatment plan of care as directed by YMHSS Team Lead which may include: specific, short term support and follow-up, including the use of cognitive behavioural approaches, goal setting, problem solving and helping define priorities as necessary; supportive discussions with youth and families/caregivers, and addressing service options (e.g. mental health, recreation, health, education, etc)
- Act as advocate and liaison for eligible youth and/or their families in relation to accessing supports and programming in school and/or in the community at large
- Update and maintain case notes and files weekly
- Attend weekly case coordination meetings with YMHSS Team Lead

HEALTH & SAFETY COORDINATION

- Regularly update all health and safety manuals to meet with current ministry requirements
- Ensure that all staff are aware of health and safety updates
- Ensure all new staff receive health and safety training and manual review
- Ensure that all staff have updated First Aid and CPR and that certificates are posted
- Ensure regular fire drills are held and documented
- Ensure first aid kit is complete and checked quarterly
- Ensure AED batteries and chest pads are checked and replaced on schedule

WORKING CONDITIONS

- Flexibility in work hours, including ability to work evenings for purposes of front desk and program monitoring
- Requires extensive keyboarding on different devices
- Requires working in shared open-concept office space, in a busy environment with frequent distractions

QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS

- Post secondary education, University/College in the social/human services field or equivalent 3-5 years experience
- Strong working knowledge of the Youth Criminal Justice Act
- Experience and proven ability to work and connect with children, youth, and their families
- Experience in program development, implementation, and facilitation
- Excellent oral and written communication skills
- Ability to work with complex multi-systemic issues
- Proficiency in Microsoft Office Applications
- Ability to work under tight deadlines both independently and as part of a team
- Valid driver's license and a reliable vehicle with minimum \$2,000,000 insurance liability

REBOUND CORE COMPETENCIES

Accountability

Adaptability

Client/Quality Focus

Communicator

Inclusiveness

Leadership

Occupational Knowledge/Technology Orientation

Team Focus

Volunteer/Quality Focus

Why You'll Want to Work With Us

- At Rebound Child & Youth Services you will be part of an amazing team that has the vision that all children and youth have the opportunity to grow to their fullest potential. Their success will be your priority.

Please send your covering letter and resume by October 19, 2018 at 12pm to:

Julia Wood, Program Manager
Rebound Child and Youth Services Inc.,
700 D'Arcy St N #20, Cobourg, ON K9A 5T3
Email: jwood@rcys.ca

We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.

