



## INTERNAL POSTING

**JOB TITLE:** Child Youth Counsellor, 1.0 FTE (1 year contract)

**START DATE:** October 2023

**LOCATION:** Carleton Place / Lanark County Wide

**JOB DESCRIPTION:** Attached

**JOB SUMMARY:** Child and Youth Counsellor within Intensive program/Family Resource Team (FRT)

**REPORTS TO:** Director of Clinical Operations

**HOURS OF WORK:** 35 /week evening and occasional weekend work required

**SALARY GRID:** CYW/ECE \$51,762.13 – \$58,211.54

**QUALIFICATIONS:**

Child & Youth Worker Diploma with 2 years of experience in children’s mental health

Training in behavior management practice, preferably trauma-informed care

Current ASIST, First Aid, crisis intervention training

Must have full use of vehicle and valid Ontario driver’s license.

Remote work currently, reliable internet required

**TO APPLY:** Please indicate interest in writing to Director of Clinical Operations, Ken Inbar email [postings@opendoors.on.ca](mailto:postings@opendoors.on.ca) by 4:30 pm Sept. 14, 2023

Open Doors for Lanark Children and Youth values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds, and are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). Please advise the hiring manager of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

**OPEN DOORS FOR LANARK CHILDREN AND YOUTH**  
**JOB DESCRIPTION AND SPECIFICATIONS**

<b>JOB TITLE:</b>	<b>Child and Youth Worker (Community College)</b>
<b>DATE REVISED:</b>	<b>July 2021</b>

**JOB SUMMARY:** Provides a spectrum of intensive services which enable children and their families to develop skills which enhance overall child and family functioning and adaptability. Strong Focus on Case Management, Early Years and Education and Community Partnership Program (Building Bridges).

**REPORTING TO:** Team Leader

**RESPONSIBILITIES:**

**1.0 DIRECT SERVICE**

- prepare, implement and evaluate programs to build client self help, socialisation and life skills
- demonstrate and instruct parents, teachers and community members regarding child management techniques
- support children to participate fully in their schools and communities
- facilitate groups
- may provide direct service to children in out of home placements and provide follow up services to assist in the re-integration of children into their community environment
- consult with appropriate specialised services to assist in the appropriate treatment of clients
- facilitate referrals as required
- provide follow up with clients as appropriate
- services may be delivered in the home, school or community to individuals, groups and families in a scheduled way or in response to a client crisis

**2.0 COMMUNITY**

- attend case conferences with community partners
- participate in approved advocacy and coordination committees about issues affecting children and youth

- participate in approved community education activities

### **3.0 STUDENTS AND VOLUNTEERS**

- May supervise students on placement
- may train and work with volunteers who support the agency

### **4.0 ADMINISTRATIVE**

- prepares and maintains all necessary documentation (including assessments, contact notes, service reviews and summary plans) and statistics related to all activities in accordance with agency policies and standards
- may participate in ongoing evaluation activities
- attends staff and team meetings
- may participate as a member of the Open Doors staff in internal and external meetings, public relations events, and media contacts

### **5.0 TEAMWORK**

- share in the responsibilities that foster positive teamwork
- share in the responsibility of fostering a safe environment that encourages consultation and peer support
- attends Team Meetings.

Because of the changing nature of work and work to be done, other duties and responsibilities may be assigned.
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## **JOB SPECIFICATIONS**

### **Education/Experience**

Child and Youth Worker diploma with one year of experience in a children's setting

### **Abilities/Skills**

Knowledge of sexual abuse, family violence, high risk families, behaviour management techniques and childhood development essential.

Ability to work in Windows environment using Microsoft applications i.e. Word, Teams; ability to use Ontario Telemedicine Network (OTN); ability to use client database EMHware and MyOutcomes.

### **Requirements**

Valid Ontario Driver's License and access to vehicle

Must work flexible hours, including evenings and the occasional weekend hours

**Relationships**

Key relationships will include other team members, front line staff from other community agencies, Child Protection workers, clients and educational personnel.

**Work Conditions**

Minor health hazards with little exposure. Often work in environments outside of the office.

**Financial**

Routine individual activity (i.e. submitting expense claims, cheque requisitions).