**JOB DESCRIPTION**

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| **Job Title:**  Youth Worker | **Department:**  Student Services |
| **Reports To:**  Principals, Attendance Social Worker & Youth Worker Supervisor, | **Division:**  CUPE |
| **Date of last review:**  Unknown | **Revised by:**  TK |

**SUMMARY**

The Youth Worker position addresses the social, emotional and behavioural needs of students with their families and the school community. A key component to the role of Youth Worker in ALCDSB is the ability to build and model healthy, positive relationships and to develop rapport within the school community. The work supports school based mental health promotion and whole school programming for student well-being. The needs are identified by students, parents, administration, teaching and support staff and outside agencies. The Youth Worker offers support to individual students, groups or classrooms to develop skills and strategies that support engagement in their learning environment**.**

**QUALIFICATIONS**

* A graduate of the Child and Youth Care Program or Behavioural Psychology or Behavioural Science
* Consideration may be given to a graduate of Bachelor of Arts in Sociology or Psychology with equivalent work related experience
* Youth Workers will require two to three years’ previous age related experience with children and families, preferably in an educational setting.
* Ontario Attendance Counsellor Certification
* Applied Suicide Intervention Skills Training
* SafeTALK Training
* Violence Threat Risk Assessment Level 1
* BMS Training
* Crisis Prevention Training
* Valid Ontario Driver’s License
* Strong Interpersonal and social skills
* Excellent ability to organize and manage a diverse caseload within multiple sites and to be self-directed in time management for planning purposes.
* Ability to function as a member of a team and to develop leadership skills
* Advocacy, Mediation and Conflict Resolution skills
* Proven ability to work within a highly confidential environment
* Proven ability to be punctual and dependable with own attendance
* Computer literate, knowledge and ability to work with the latest programs supplied by Board
* Excellent verbal and written communication skills
* Excellent knowledge of job related legislation, board policies, protocols and resource documents
* Proven excellent ability to work with sensitivity in a highly demanding area
* Excellent knowledge of community resources and referral processes
* Board Improvement Plan for Student Achievement and Well Being
* School Improvement Plan for Student Achievement and Well Being
* Board Mental Health and Addictions Strategy
* Duty to Report Child in Need of Protection
* Education Act as it pertains to compulsory school attendance
* Youth Criminal Justice Act, Child and Family Services Act, Safe School Act

**KEY DUTIES & RESPONSIBILITIES**

* Liaises with the School Principal, Teachers, Student Services, students and families:

(May conduct home visits where safe and appropriate).

* Ability to develop and model healthy, positive relationships and to develop rapport within the school community.
* Displays a genuine strength based perspective to enhance student’s strengths and assist students in developing and implementing goals based on identified needs.
* In consultation with school administrator, teaching staff, community agencies and other pertinent service providers, supports the delivery of Board approved, school wide and classroom social, emotional learning programs.
* Knowledge of Alternative Education practices and promotes student engagement strategies.
* Liaises with Board Central Mental Health and Wellness Team to determine appropriate pathways to care, including community agencies.
* Consults with Board Attendance Counsellor and develops strategies to improve school attendance for compulsory school aged students.
* Displays sound professional judgement and adheres to the Board’s policies, practices and guidelines.
* Maintains accurate records of referrals, consults and visits, reports and documentation in compliance with appropriate legislation, board protocols and policies.
* May be required to deliver breakfast programs (food for learning), Christmas Hampers, Winter Clothing and other basic needs support.
* May be required to participate in various job-related committees, workshops, training sessions and case conferences.
* Performs other job related duties as assigned by the Supervisor or Principal.

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Principals
* Attendance Social Worker & Youth Worker Supervisor
* Superintendent of Education

Positions Supervised:

None

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |