

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Supervisory Level

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Child and Youth Care Team Lead participates as a member of a multi-disciplinary team providing services to support the needs of youth in campus-based care. The position ensures that the therapeutic and social environment is safe and secure and that the individual care plans are followed and are meeting the individual needs of the youth.

This position is responsible for the day-to-day operation of the program/house and the supervision of child and youth care counsellors. This entails assigning work and activities, monitoring and assessing impact and group dynamics, and providing leadership, support and expertise to the counsellors. The team lead ensures that the staff have completed all the mandatory training and refreshers, develops and evaluates performance goals, provides coaching and addresses performance issues.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

ensure that they meet the needs of youth.

- Responsible for the implementation, management and supervision of the youth care plans to ensure that the care, counselling and basic physical, medical and emotional care requirements of children/ youth in campus-based care are being met.
- Ensure that the planned and approved care/therapeutic strategies are implemented through the child and youth care counsellors within the therapeutic milieu, ensuring that they meet the safety and security needs of the youth in care.
- Ensure that the youth can identify measurable progress results while in campus-based care.
- Facilitate monthly case conferences with the child intervention practitioner, key worker, youth in care, psychologist, etc. to determine what is working and what is not and provide input and recommendations to the `care team' for modifications to program/care plans.
- Perform duties related to admissions i.e. review needs, assign key worker.
- Organize and assign daily activities to CYC1s (i.e. medical appointments, court, other visits), monitor activities and group dynamics, to ensure the overall operation and functioning of the shift. Serve as a resource to the child and youth care counsellor to assist in resolving difficult situations and to provide mentoring in dealing with high-risk behaviours/situations.
- Review the observation and documentation/recording of behaviours.
- Provide input/feedback to the care team ensuring that it is based on key observations and direct interactions with the youth.
- Ensure critical incident reports are completed in accordance with campus-based care policy.
- Communicate all necessary information to front-line staff who will be working with the youth.
- Make decisions regarding high-risk situations in accordance with campus-based care policy.
- Ensure all centre safety requirements are met and that staff are knowledgeable about what to do in different crisis situations.
- Liaise with different stakeholders who are involved with the youth to exchange information and resolve issues i.e. parents, case teams, and/or community members.
- Ensure that youth grievances and searches are conducted in accordance with campus-based care policy.
- Assist with accreditation preparation as required i.e. update policies and procedures and ensure staff and youth files are complete and accurate. Provide input into new policy as requested
- Review logbooks, critical incident reports and be aware of risks through open communications with staff members
- Build strong teams, liaise with the school, balance quality control with morale and stress issues.

Supervision of child and youth care counsellors are within approved legislation, standards, policies and procedures to ensure effective day to day operation of the centre.

- Provide leadership and mentoring to all CYC1 staff regarding policies, procedures and standards.
- Supervise the work for up to 2-5 FTE and 5-7 wage relief child and youth care counsellors in the centre, including the assignment of daily duties, development of work plans and the rotational assignment of daily activities.
- Provide leadership in dealing with interpersonal conflicts, performance problems and staff development requirements.
- Monitor interactions between staff and students and provide mentoring and feedback to staff within the centre.
- Ensure that all mandatory training is taken in accordance with accreditation standards and provide/identify opportunities to assist staff in attending training to enhance work performance.
- Prepare shift schedules monthly and an annual schedule for the 6 & 3 rotation and authorize overtime and vacation time as required.
- Support employees in the development of individualized learning plans. Assist with the identification of goals, objectives and timelines.
- Observe and assess staff performance, provide constructive feedback and coaching, and complete performance evaluations.
- Facilitate regular team meetings and advocate for staff needs and concerns as appropriate.

- Ensure that all staff and youth treat visitors, and each other with dignity and respect.
- Supervise or assign supervision of practicum students.
- Verify and sign monthly time sheets for salary staff and bi-weekly time sheets for wage staff.
- Complete weekly medication checks, complete monthly medication sheets and monitor the dispensing of medications daily.
- Authorize (by signing) time sheets and invoices.

Discharge Activities

Discharge activities are conducted in alignment with established standards and requirements to ensure a smooth reintegration of youth into the community.

Key Responsibilities:

Coordination: Collaborate with the Multi-Disciplinary Team (MDT) and the Transition and Connections Specialist to confirm discharge dates and times. Ensure all relevant stakeholders are informed and involved, including the Family Services Worker, youth, family members, and resource personnel.

Documentation: Complete and distribute all discharge documents to the appropriate stakeholders in a timely and organized manner.

Recommendations: Provide clear and actionable discharge recommendations to support the youth's successful reintegration into the community or next placement.

Consultation and Advocacy:

Engage with professionals and community stakeholders to promote a shared understanding of the youth's needs. This includes:

- Discussing placement and care options.
- Attending care and placement planning meetings as required.
- Advocating for the youth's best interests.
- Facilitating community engagement opportunities (e.g., visits from Indigenous Elders, participation in cultural events such as sweats or pow-wows).
- Maintaining regular contact with family members to provide updates on the youth's progress and any court-related requirements.

Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Program supervisors, managers, clinicians, staff and youth, CI case teams, other team leaders, teachers: to supervise, provide and gather information, problem solve, identify strategies, provide updates.

External: families, guardians, community agencies, intake committee, psychiatrists, police and probation officers, doctors, Indigenous community members, lawyers, child and youth advocate. Purpose: to gather

and exchange information, consult, participate on inter-agency committees.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

Degree or Diploma in Child and Youth Care or related area in human services

Job-specific experience, technical competencies, certification and/or training:

Directly related experience with adolescents (minimum 3 years)

Certification from the Child and Youth Care Association of Alberta

Child development theories, behaviour management techniques, intervention skills and family dynamics

Knowledge of health issues affecting youth such as FAS, FASD, drug and alcohol addictions, sexually transmitted diseases, HIV and AIDS, eating disorders such as anorexia and bulimia, suicide and others

Knowledge of disabilities such as mental health, epilepsy, autism (parents or youth may have disabilities)

Knowledge of community resources

Knowledge of safety and security measures

Knowledge of the related acts including the Child, Youth and Family Enhancement Act (CYFEA) and Protection of Sexually Exploited Children Act (PSECA)

Familiarity with Mental Health Act, School Act, Freedom of Information and Privacy Act (FOIP), Young Offenders Protocol

Knowledge of appropriate legislation and policy such as CYFEA handbook, AASCF Standards, regional policy and procedures, PSECA protocol for police services, Public Health Act

Knowledge of cultural differences and how they impact treatment approaches for youth

Basic knowledge of assessment tools and program planning

Program and centre policies, procedures, practices and licensing and accreditation standards

Knowledge of Master Agreement and subsidiary six agreement

Knowledge of the Child and Youth Advocate (OCYA)

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature