

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Child & Youth Care Worker 1C	Name [REDACTED]
---	--------------------

Position Number [REDACTED]	Reports to Position No., Class & Level Associate Director	Division, Branch/Unit Yellowhead Youth Centre	Ministry Children's Services
-------------------------------	---	--	---------------------------------

Present Class	Requested Class
---------------	-----------------

Dept ID [REDACTED]	Program Code [REDACTED]	Project Code (if applicable) [REDACTED]
-----------------------	----------------------------	--

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide **Pages 7-8**).

Reporting to the Child & Youth Care Worker 2 – Team Lead Supervisor, the Child & Youth Care Worker 1C (CYCW1) ensures the current developmental and well being needs, of moderate to extremely emotionally and behaviorally challenged youth, are met in a trauma informed, campus based, intensive treatment or outreach environment. The CYCW1C is a member of a multi-disciplinary team that is primarily responsible for providing direct services that ensure a safe and secure therapeutic, social milieu that assesses, identifies and implements the specific treatment needs and direct program delivery for vulnerable children and youth in care, who are receiving Child Intervention services via the Child, Youth and Family Enhancement Act and/or Protecting Sexually Exploited Children's Act. The CYCW1C works directly with youth and their families and relevant stakeholders.

As a primary care provider, these positions are relied on to ensure that the individual child/youth's treatment needs are identified and that approved treatment plans are implemented and evaluated to determine achievement goals. The Child and Youth Care Worker provides input to the treatment team based on observations and direct interaction with the child. The Child & Youth Care Worker 1C ensures a safe and secure treatment environment consistent with the centre philosophy and policies. Positions in this class may work in either an open or secure environment.

The CYCW1C may be responsible for Acting Team Lead responsibilities and activities in the absence of the CYCW2.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide **Pages 9-10**).

Service responsibilities

1. Act in accordance with relevant legislation, Ministry mandates and Agency policies and procedures
2. Ensure the current developmental needs of children/youth in care are met by actively participating in either the development of an assessment and/or treatment.
3. Ensure the safety, well-being and basic needs of the children/youth by monitoring them and providing care according to the Agency policy and procedures, licensing requirements, accreditation standards and best practice.
4. Coordinate and facilitate the provision of medical/dental/optical assessments and appointments, and transport when required.
5. Provide the case management for children/youth that is consistent with Agency policies, procedures, philosophy, goals and learning environment.
6. Ensure accuracy, confidentiality and safekeeping of Agency records
7. Participate in the service delivery, evaluation and reporting/recording of assessments, interventions and develop and implement treatment/care plans and review/revise as required with support of the multi-disciplinary team and in consultation with direct supervisor.
8. Develop and maintain respectful, cooperative working relationships with internal/external members of the multi-disciplinary team/stakeholders/families/community at large and share relevant information as required.
9. Provide individual and group counselling,
10. Plan, participate and coordinate social programming, psycho-educational groups, trauma informed regulation

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

activities, mindfulness activities, health education, recreational activities, cultural teachings and opportunities, and life skill development to support well being and short/long term goals.

11. Participate in service team meetings that address treatment recommendations/interventions/progress and modifications where required.
12. Act as an advocate to ensure service providers are meeting the best interests of the child/youth.
13. Coordinate and support the effective use/implementation of individual client and community resources (ie. CSD, youth workers, addiction supports, animal therapy, extra-curricular sports/clubs)
14. Maintain a safe workplace and follow OHS best practices
15. Provide crisis prevention, de-escalation, behavior management support techniques and recovery practices as well as non violent physical restraint as required.

Program Responsibilities

1. Ensure the safety, well being, social, emotional, physical, and basic needs are provided to the children/youth.
2. Provide life space counselling/teaching moments to support youth in their daily events.
3. Assess, adapt and respond to the changing needs and behaviors of the children/youth in potentially volatile and hostile, trauma sensitive situations.
4. Assess risk and respond according to Agency policy and procedures.
5. Administer medication as required according to Agency policy and procedures.
6. Assume the role/responsibilities of key worker for clients including but not limited to gathering intake information, implementing individual treatment needs, progress reviews, discharge planning, clothing inventories, orientations
7. Maintain a safe, clean and therapeutic environment.
8. Complete daily paperwork, file management, household routines and basic operational of the program as required.
9. Collaborate with the multi-disciplinary team and internal/external stakeholders.
10. Maintain family contact and the relevant sharing of information.
11. Demonstrate safe practice and follow regulations for the operation of a motor vehicle in accordance to Agency policy and procedures.
12. Provide support for the effective implementation of self regulating techniques which may include appropriate dosing of sensory interventions and use of designated sensory rooms.
13. Document information for the purposes of data collection and outcome measures.
14. Conduct client satisfaction surveys.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Child and Youth Care Worker 1C supports youth in the life space to ensure all basic needs and treatment needs are addressed. A safe and stable environment is foundational to establishing trusting therapeutic relationships to promote healthy growth and development and meet needs for youth receiving Child Intervention services.

Typically, youth receiving services may be unreceptive or pre-contemplative to receive supports. Staff must constantly evaluate dynamics and triggers to behaviors to determine the right intervention approach to bring the youth back to baseline or an acceptable/safe degree of conduct. Youth have experienced significant neglect, abuse, toxic stress, intergenerational trauma, grief and loss and as a result have complex needs or compromised architecture of the brain. Executive functioning is impaired such as attention, memory, self regulation, emotional control and inhibition. Emotional and behavior dysregulation may manifest as acting out, suicidal tendencies, running away, violent outbursts and aggression, self harm, and contribute to trauma related disorders such as depression, addictions, OCD, ODD, anxiety and borderline personality, etc., or vulnerability for further exploitation, victimization and harm. etc. Cognitive impairments such as learning disabilities and low IQ, developmental disorders such as FAS and other mental health concerns affect the young person. The complexity prevails when the CYCW1C must be able to think critically and quickly to respond, rather than react, for the purpose of maintaining safety for all youth and staff involved.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide **Pages 11-12**).

In this environment, intuitive judgement is required to recognize risk behaviour that may, if not detected and addressed early, result in dangerous incidents. Team collaboration and consultation with a CYCW2 –Team Leader is imperative so that multiple perspectives and interventions as per Agency policy and procedures can be implemented.

This position directly impacts; youth receiving services, their families/guardians and indirectly affects the community.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide **Pages 12-14**).

KNOWLEDGE:

- Degree or Diploma in Child and Youth Care/Social Sciences or related human service profession
- Experience working with youth in group care or campus based setting preferred
- Valid driver's license required
- All Mandatory training required for Accreditation Standards such Standard First Aid – Level C CPR/AED, Suicide Prevention, Non-Violent Crisis Intervention

CYCWIC's have knowledge of and proficiency in understanding

- Trauma informed and relevant best practices in campus based or residential settings
- Child/Adolescent development theories including social learning, moral development, cognitive development, attachment, resiliency, strengths based competency models, Change Models
- Principles in Behavior management and De-escalation techniques, Relational practices, Systems theory, Ecological approaches
- Developmental, Trauma related and Mental Health disorders and disabilities affecting youth such as FASD, ODD, OCD, depression, eating disorders such as anorexia and bulimia, pervasive personality, suicidal ideation, Autism and substance addictions
- Related acts including the Child Youth and Family Enhancement Act (CYFE) and Protection of Sexually Exploited Children Act (PSECA)
- Issues related to youth development such as Self Esteem, Gender Diversity, Identity Crisis/Confusion, Peer Pressure, Bullying
- Appropriate legislation and policy such as CYFEA handbook, Accreditation Standards, Regional policy and procedures, PSECA protocol for police services, Public Health Act
- Agency Policy and Procedures Manual
- Indigenous and/or other Cultural differences and how they impact treatment approaches for youth
- Assessment tools and program planning
- Community resources
- Safety and security measures
- Familiarity with Mental Health Act, School Act, Freedom of Information and Privacy Act (FOIP), Young Offenders Protocol (Youth Criminal Justice Act), OHSA

SKILLS & ABILITIES:

- Individual and Group Counselling, empathy and excellent active listening
- Crisis prevention, de-escalation, behavior management support techniques and recovery practices as well as non violent physical restraint
- Ability to deal effectively with highly volatile and unpredictable situations and complete environmental scans to gauge behavior and situations and think critically in intense/ dynamic environments
- Ability to problem solve a variety of situations, resolve conflict and teach transferability skills
- Excellent verbal and written skills including best practice for documenting/reporting and recording information
- Excellent therapeutic relationship/rapport building
- Excellent interpersonal skills, ability to engage and interact efficiently
- Proficient in computer skills

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

[Redacted]	[Redacted]	[Redacted]
Name	[Redacted]	Date

Manager

[Redacted]	[Redacted]	[Redacted]
Name	Signature	Date

Division Director/ADM

[Redacted]	[Redacted]	[Redacted]
Name	Signature	Date