

Case Coordinator Trainee Needed 1 Year Contract - Full-Time

Youth Assisting Youth (YAY) is seeking an Indigenous/First Nations individual who is a self-starter with initiative who enjoys working in a fast-paced environment. As a Case Coordinator, you will use your superior assessment and case management skills to create and support mentoring relationships (matches) between Youth Volunteer Mentors and Junior Youth Mentees (children). Your dynamic, energetic and professional attitude will be instrumental in assisting newcomer children and children with mental health challenges.

PLEASE NOTE: APPLICANTS MUST BE REGISTERED AND WORKING WITH AN EMPLOYMENT COUNSELLOR AT MIZIWE BIIK ABORIGINAL EMPLOYMENT AND TRAINING IN ORDER TO QUALIFY FOR THIS POSITION

PREFERENCE WILL BE GIVEN TO CANDIDATES WHO HAVE:

- Qualified as Indigenous or First Nations and are registered with Miziwe Biik Aboriginal & Employment and Training
- Post-secondary education in Social Work field and/or equivalent work experience in child and youth services
- Intake, interview and case management experience
- Excellent judgment and decision-making skills and a performance-driven mind-set
- A demonstrated knowledge of community and newcomer services organizations
- Able to communicate effectively (verbal and written) in English
- Have an understanding and knowledge of issues related to New Canadians and a commitment to working from an anti-racist and anti-oppression framework
- Able to work some evenings and occasional weekends
- Demonstrate Proficiency in Microsoft Office applications; including Word, Outlook, Excel, Google, database management, social media, etc.
- Have a current First Aid and CPR certificate or is willing to get same
- Willing to submit to a Police Criminal Reference and Vulnerable Screen Check

RESPONSIBILITIES:

- The primary responsibility is to match newcomer children and children with mental health challenges to a Peer Youth Mentor with an understanding of each of their needs
- Assess volunteer and child/parent fit to The Peer Project's One to One community based peer mentoring program by completing individual home interviews/assessments and other enrollment processes
- Match qualified volunteers using intake data to gain the best relationships/outcomes for youth. Once the matches are formed provide monthly match support for the volunteer and child to guide their relationship development
- To determine the indicators for success and set goals with both the parent/child and Youth Mentor at the initial match visit
- Work cooperatively with the Volunteer Recruiters to find Mentors in the areas of need
- Actively network with newcomer service organizations in the community to facilitate referrals of children where there are existing volunteers
- Regularly update and manage the Google maps of waiting Mentors and maintain active communication with recruiters where Mentors are needed

HOME ASSESSMENTS

- Conduct home assessments of waiting children to assess the home environments and the needs of the child make.
- Maintain succinct records of home visits and gather information from referral sources, i.e.: teacher, doctor, etc. to further assess the needs of the child
- Arrange and complete home interviews and assessment of potential volunteers

CASELOAD MANAGEMENT:

- Maintain caseload of awaiting children through regular contact and appropriate referrals and pre-match activities
- Maintain regular contact with the Parent Support Workers
- Maintain caseload of matched Mentors by providing ongoing match support through regular phone contact and meetings
- Determine goals for the Youth Mentor and assist them in achieving their goals
- Monitor and keep detailed records of Mentor involvement
- Maintain up to date case notes in the CYSIS database
- Follow standard evaluation procedures for each case
- Be part of the Emergency On Call team on a rotation basis

COMPENSATION

This is a one-year contract position until March 31, 2020 for 35 hours per week. The wage is \$19 per hour and is subject to government funding. This position includes evening and occasional weekend work.

How to Apply

If you are interested in joining a dynamic team of highly qualified professionals at Youth Assisting Youth who are dedicated to positively impacting the lives of children and youth, please forward your resume with a cover letter to: John van Rhee, Director of Programs & Client Services by email to: jvanrhee@yay.org or by fax to: 416-932-1924. We thank all applicants for their interest but only those selected for interviews will be contacted.

About The Peer Project

Youth Assisting Youth is a non-profit, charitable organization servicing the GTA and York Region. The agency matches Youth volunteers aged 16 – 29, to a one-on-one relationship with newcomer and at risk children aged 6 to 15, who are experiencing social, emotional, behavioural or cultural adjustment difficulties. The goal of the program is to provide a child with a positive role model through a mentoring relationship with an older youth. Through the Newcomer Program The Peer Project promotes awareness and accessibility to all members of Canada's cultural landscape by focusing its efforts on Newcomers and their children and assisting with their transition to a new life.



Miziwe Biik Aboriginal
Employment and Training