JohnHoward
SOCIETY OF WATERLOO-WELLINGTON

July 9, 2018

Internal/External Posting
YOUTH JUSTICE SERVICES COORDINATOR
35 HOURS/WEEK FULL-TIME BARGAINING UNIT POSITION

Applications are currently being accepted for a 35 hours/week full-time permanent Youth Justice Services Coordinator. This position operates primarily out of the Kitchener program sites and may be required to work at the Cambridge and/or Guelph program sites. The hours for this position are Monday through Friday including early evening work. Reporting to a Program Manager, with the support and direction of a Senior Coordinator this position includes program delivery to youth involved in, or at risk of justice involvement and completion of all administrative and evaluation requirements. This position maintains positive working relationships with justice partners including Probation, community social service agencies, and schools. A valid driver's license, personal vehicle and insurance are required.

The incumbent will be responsible for:

- Keeping abreast of new programs, initiatives, relevant community resources and services through reviewing current best practices and community involvement
- Working collaboratively with a Program Manager and Senior Coordinator to regularly review program content, referral, intake and communication for information sharing strategies/processes with relevant community partners
- Conducting intake interviews (may include caregivers) to determine the appropriateness of the referral and ensure youth understands the legal process and program requirements
- Liaising with youth and relevant (i.e. group home staff, foster parents, parents, teachers, FACS, etc.), as required, to identify areas of need, to develop supports to foster completion of legal obligations and create a plan of action
- Preparing and facilitating structured, progressive curriculum to groups or individuals focusing on cognitive/social life skills development and values enhancement;
- Implementing program evaluation methods and data collection tools as required to meet funder and Agency expectations; ensuring all safety procedures are followed
- Providing community education to deliver community presentations on the benefit to the community of JHSWW's programs and services; participating in cross-training to learn and provide across team coverage
- Performing other duties as assigned by the Program Manager or Senior Coordinator

The following are essential knowledge, skills, abilities and requirements for this position:

- A Bachelor's degree in social or health science field with a minimum of 3 years' experience in group facilitation and working with youth who have been involved in the criminal justice system
- Member in good standing of a college/regulatory body or eligibility for registration preferred
- Experience working with people to reduce criminogenic thinking and risk factors
- Demonstrated sound judgement; ability to be decisive in crisis situations; and specific training in de-escalation
- Strong motivational interviewing/intake skills with excellent organization and time management skills
- Excellent verbal/written communication skills and strong cross-cultural and diversity perspective and awareness
- An understanding of program performance metrics, data collection tools and valid and reliable data
- An understanding of the legal duty to report under the Child, Youth and Family Services Act and other relevant legislation,
- An understanding of the criminal justice system, particularly the Youth Criminal Justice Act, the Enhanced Ontario Youth Action Plan, and the Ontario Youth Justice Outcomes Framework
- An understanding of psycho-educational interventions; experience working with resistant clients utilizing a trauma-informed practice and ability to recognize and orchestrate opportunities to demonstrate pro-social skills and thinking
- Knowledge of restorative justice practices, and an understanding of systemic barriers (e.g. poverty, homelessness, substance use, etc.)
- Demonstrated computer proficiency in MS Office®, client file databases (e.g. EMHware®), and Internet search tools
- Must be able to meet criminal/other offence screening criteria necessary for the Agency to maintain its contracts

Interested candidates should submit résumés and cover letters in PDF format via email with the Job Title included in the subject line, no later than Monday, July 23, 2018 at 4:30PM EST to:
Brinell Coelho, Human Resources Manager
Email: resumes@waterloo.johnhoward.on.ca..

We are an equal opportunity employer. Only those applicants selected for an interview will be contacted.
If you have a disability and require support during the selection process, you are encouraged to identify your needs if you are selected for an interview.