

June 2, 2021



YOUTH IN TRANSITION HOUSING COORDINATOR

***Pregnancy/Parental Leave Contract
(Approx. 12 Months - 35 hours/week)***

Internal/External Job Posting

John Howard Society of Waterloo-Wellington (JHSWW) is looking for a **Youth In Transition Housing Coordinator** to fill a temporary 12-month leave coverage position. We offer an excellent work environment and competitive compensation. As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; diversion and other programs and services fostering accountability and learning, repairing harm and making amends; and employment programs. We understand myriad factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others. JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

RESILIENCY COLLABORATION INCLUSION

For more information about the John Howard Society of Waterloo-Wellington visit

<http://www.waterloo.johnhoward.on.ca>.

Applications are being accepted for a temporary 12-month pregnancy/parental leave contract position of *Youth in Transition Housing Coordinator* based out of our Kitchener and Cambridge offices. The position is 35 hours a week and involves flexibility and some evening work. The incumbent will effectively support a caseload of youth clients transitioning out of the child welfare system into independence by assisting them to find and keep housing. The incumbent will also provide life skills coaching and support as needed in the areas of: tenancy, employment readiness, educational attainment, financial literacy, healthy relationships, and personal health and wellbeing. The incumbent works under the direction of the relevant Senior Coordinator and reports to the Youth and Employment Services Program Manager.

Responsibilities:

- Conduct client intake interviews and ensure consent and Release of Information forms are completed
- Assess individual needs/strengths of youth and support youth in developing an individual case plan and program goals particularly as related to housing and other facets of independent living
- Liaise with clients' support networks, as permitted and as appropriate, where needed
- Maintain accurate and complete client case records at all times including noting attendance and progress towards individualized goals
- Case conference with appropriate third parties where needed with appropriate consent/permission in place
- Refers clients to other services as needed and support clients in the application/referral process to the extent required
- Liaise and collaborate with staff of Family and Children's Services of the Waterloo Region
- Work toward achieving service targets, ensure team statistics are reliable, valid and reported in advance of deadline dates, and maintain case files and statistics in accordance with Ministry and Agency standards
- Participate in team meetings, site specific staff meetings, and Agency training
- Perform other agency duties as assigned

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

- A Bachelor's degree in social or health science field with a minimum of three years' experience in working with vulnerable and multiple-barriered youth especially those involved in the child welfare system
- Member in good standing of a college/regulatory body or eligibility for registration preferred
- Experience working with people to reduce risk factors and with motivational interviewing and cognitive-behavioural interventions
- Demonstrated sound judgment and the ability to be decisive in crisis situations, and familiarity with de-escalation techniques
- Strong cross-cultural/diversity perspective/awareness; excellent organizational/time management skills
- Understanding of legal duty to report under the *Child, Youth and Family Services Act*/other relevant legislation
- Knowledge of restorative justice practices and harm reduction approaches, and an understanding of systemic barriers (e.g., poverty, homelessness, substance use, etc.)
- Demonstrated computer proficiency in Microsoft Office® including Outlook, Excel, PowerPoint and Word; CAMS® and/or other client file management software; internet search tools; DocuSign; and use of communication/collaboration platforms (e.g. Zoom) for virtual programming and meetings
- Proven ability to work independently and as part of a team
- A valid driver's license, a reliable vehicle, and insurance

Compensation: \$25.78 per hour plus 4% vacation pay

Interested candidates should submit a cover letter and résumé by email in PDF format to resumes@waterloo.johnhoward.on.ca by 4:30 p.m. EDT on **June 16, 2021**

The job title should be included in the subject line of the email.

We are an equal opportunity employer. While we thank all applicants, only those invited 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.

Note: We continue to adjust operations based on COVID-19 public health guidelines and prevention efforts. Given this context, the John Howard Society of Waterloo-Wellington is taking appropriate measures to protect the health and safety of our clients, volunteers, students and staff, as well as prospective job candidates. As a result, job interviews are being conducted remotely at this time. We appreciate your patience, understanding and continued interest in the John Howard Society of Waterloo-Wellington.

