

Position:	Manager, Youth Empowerment and Engagement	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-2018-78	Number of Positions:	1
Employment Type:	Permanent Full-time	Location:	817 Division Street, Kingston ON
Date Posted:	November 29, 2018	Closing Date:	December 12, 2018

Position Summary:

Reporting to the Director of Service, the Manager, Youth Empowerment and Engagement, is accountable for the provision of mandated services to children and families with a focus on youth success through their connection to their culture and identity and their development through education, employment, housing and financial support into adulthood. The Manager will ensure the delivery of excellent service through leadership and in accordance with the standards of service prescribed in the Child, Youth, and Family Services Act and its regulations, Ministry standards and guidelines, Society policies and procedures, and other applicable guidelines.

Required Qualifications:

- Master of Social Work or master's degree in a related field, or relevant education and experience in the social services field with emphasis on results-based services to children and youth
- Demonstrated cultural competence and anti-oppressive practice
- Demonstrated project management and change management skills to bring vision and innovative services to support youth's connections and success through housing, employment and education.
- Demonstrated leadership supporting youth to maximize their healthy physical, emotional, social and cultural development
- Proven ability to build relationships and advocacy in the community
- Understanding of adverse childhood experiences and social determinants of health and how that impacts planning and support
- Understanding of child welfare and its impact on youth
- Knowledge and demonstrated ability to model and lead compliance with policy, procedures, programs, practices, guidelines, and work routines
- Demonstrated leadership, planning, organization, interpersonal, and communication skills
- Thorough knowledge of Child, Youth, and Family Services Act and Ministry of Children, Community and Social Services' Standards
- Understanding and advocacy in mental health and addictions services for youth in the community
- Knowledge of needs of children in care, trauma informed interventions and evidence-based practice
- Proficiency in a Windows environment using Microsoft Office Suite
- Proven strength-based practice
- Valid driver's licence with access to a vehicle
- Child Protection Information Network (CPIN) experience an asset
- Authorized Child Welfare Worker designation an asset
- Proficiency in the French language is also considered an asset

Position Responsibilities:

1) Health and Safety

- a) Ensure compliance with applicable legislation and provide leadership in developing and maintaining safety in the workplace including safety planning and conducting incident / accident investigation and reporting.

2) Team Management

- a) Allocate and review workloads, plan and assign responsibilities for the provision of service.
- b) Co-ordinate and chair regular team meetings to share information, discuss team and service area activities, and concerns and note policies and practices effecting service.
- c) Communicate clear and measurable performance expectations and accountabilities to staff with the opportunity for them to have input into decisions that affect them so that employees can meet their performance standards.
- d) Ensure program reviews, case audits and related activities to improve service quality and compliance with standards are carried out within the department.
- e) Ensure service delivery records and reports are prepared, maintained, and administered according to Agency and statutory guidelines.
- f) Ensure the provision of after-hours coverage, as necessary.
- g) Organize human and material resources for effective and efficient service delivery.
- h) Develop team and program budgets. Plan, authorize and monitor program expenditures within delegated authority and Agency and statutory guidelines.
- i) Manage ancillary programs to provide support to core services.

3) Human Resources Management

- a) Administer the collective agreement and promote positive labour relations through participation in problem solving meetings and by resolving issues.
- b) Approve vacation and ensure coverage during holiday periods and other absences is sufficient to meet the service needs of the department.
- c) Assist in the recruitment, selection, orientation, and onboarding of new staff.
- d) Ensure ongoing development of staff to promote a learning culture.
- e) Coach direct reports and assess performance through ongoing performance management.
- f) Address performance and / or disciplinary issues in consultation with the Director, Human Resources.
- g) Address concerns with the physical work environment in consultation with Human Resources.
- h) Motivate staff and promote a team environment in line with Agency values, and principles of respectful behaviour

4) Clinical Care and Supervision

- a) Supervise staff to ensure compliance with Agency policies, guidelines, procedures and legislation, regulations, and professional standards.
- b) Coach and provide mental health, addictions and trauma guidance and expertise to staff on an ongoing basis by advising on case management and determining the appropriate course of action to meet client needs.
- c) Advocate and ensure that children and youth have access to culturally appropriate services and the opportunity to develop their identities with respect to their culture, race, gender, sexual identity and orientation, spirituality, religion and community of origin
- d) Conduct case or file reviews of high profile, high risk or contentious cases and report outcomes, lessons learned and plans to address systemic concerns arising from the reviews to the Director of Services.
- e) Lead in the management, resolution and response to systemic issues resulting from client complaints.
- f) Contribute to the resolution of issues associated with management of client information such as records and files.

- g) Leadership in providing comprehensive support for the mental, emotional, and physical health and wellbeing of youth in care
- h) Receive, review and interpret service and statistical data and utilize such reports to improve departmental and organizational planning and service performance.
- i) Provide data or statistics required for monthly, quarterly and annual planning in keeping with the timelines established at Senior Leadership Team and actively participate in the monthly, quarterly and annual planning and reporting processes.
- j) Provide leadership in maintaining accuracy of client data.
- k) Participate in Admission Placement Planning Committee when discussion concerns any child receiving service from the team.
- l) Support efforts to reunify children with family, kin, or customary care.
- m) Ensure culturally appropriate services and robust access to cultural preferences are provided while the child / youth is in care.
- n) Ensure permanency goals are clearly articulated and pursued on a consistent basis.
- o) Ensure youth are well supported to successfully transition into adulthood.
- p) Clearly articulate educational goals and support plans for each child / youth.

5) Administration Activities

- a) Assist in development of the Agency's Service Plan.
- b) Lead and / or participate in specific project groups or teams in support of service planning.
- c) Provide review and analyze reports and statistical data as required and make recommendations for program enhancements and development.

6) Community and Professional Development

- a) Participates in professional development to achieve increased competence and skill in areas critical to performance by attending appropriate training opportunities and keeping current with the theory and practice in one's area of employment.
- b) Work with community agencies to deliver life skills programs and advocate for comprehensive community youth lead services.
- c) Initiate, participate, and represent the Agency in public education, on committees, community planning.
- d) Respond to requests for information from other service providers and participate in Board and Committee functions.

7) Other

- a) Perform other duties as required such as testifying in court, providing supervisory back-up to after-hours worker, participating on provincial committees through OACAS or the Ministry,

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfra.ca. Interested and qualified applicants are invited to apply in writing by December 12, 2018.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website at: www.facsfra.ca

We would like to thank all applicants; however only those selected for an interview will be contacted.



The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation for an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

NOTE: We are a scent-free workplace.