



Position: Youth and Family Engagement Facilitator Hourly Salary: \$22.09 - \$27.21 hourly

Reports to: Supervisor Community Services & Strategic Initiatives / Manager

Reference #: ADM-0621-01

Status: Permanent, Full-Time

Location: Sault Ste. Marie

Posting Date: June 29, 2021

Closing Date: July 6, 2021 at 4:30 pm

Position Summary:

Reporting to the Supervisor of Community Services and Strategic Initiatives, the Youth and Family Engagement Facilitator, plays a strategic role in ensuring the voice of youth and families are present in the program and service decisions made by Algoma Family Services (AFS). The Facilitator also plays a key role in our education and prevention services through engagement activities that include but are not limited to: supporting the New Northern Mentality, the Virtual Youth Hub, the Virtual Youth channel, and creative engagement activities that promote well-being. Specifically the Facilitator will:

- reduce the stigmatization of receiving mental health and addiction services;
- improve community awareness around mental health and addiction issues affecting local children and youth;
- broaden and coordinate AFS strategies around youth engagement;
- establish partnerships with other local youth engagement organizations;
- empower youth to have a voice in how AFS can help meet their mental health and substance use challenges; and
- develop youth leaders.

Minimum Education

- College diploma
- Bachelor's degree in the Human Services, Communication Studies, Public Relations, Social Sciences or Marketing.

QUALIFICATIONS:

- Extensive knowledge of and capacity to use social media as well as virtual communication platforms such as Zoom, MS TEAMS, GoToMeetings, etc.
- High proficiency with MS Office Suite and also use of devices such as computers, laptops, tablets, and smart phones.
- Ability to form effective working relationships with community stakeholders inside and outside of the agency.
- Ability to set priorities and work well both independently and as part of a team.
- High degree of judgement with proven relationship skills in managing complex situations, relationships, and expectations of others in a diplomatic and supportive manner.

- Maturity and competence in making and implementing decisions, as well as problem-solving.
- Ability to manage multiple tasks and deadlines within a project management framework
- Excellent planning and organizational skills with a strong attention to details.
- Ability to write clear concise reports and applications with attention to detail.
- Ability to work evenings and weekends as required.
- Possess a valid Ontario Driver's License with the ability to travel and use personal insured vehicle for business purposes.
- Ability to provide services in both official languages (English/French) is a definite asset.

DUTIES AND RESPONSIBILITIES:

1. Maintain the confidentiality of our clients and client information at all times as per agency policies and procedures.
2. Possess a working knowledge of required legislation and best practices related to youth and family engagement. Such legislation will include but not be limited to: the Education Act, the Youth Criminal Justice Act, and the Child, Youth, and Family Act, specifically the requirements to fulfill the professional "Duty to Report" any suspected child abuse.
3. Provide support to the youth engagement group called "The New Northern Mentality" and the Virtual Youth hub called "The Northern Outlet" through project management and group facilitation.
4. Assist with the project management of youth initiated and planned events as they relate to youth engagement, the Virtual Youth hub and Virtual Youth channel.
 - a. Including development of business plan for The Northern Outlet and Virtual Youth Channel.
 - b. Working with community partners (incl. Social Equity Coordinator) to develop a schedule of Bored Room activities for The Northern Outlet.
 - c. Work with media to develop and implement Virtual Youth Channel.
5. Assist with developing strategies for the recruitment and ongoing engagement of youth/clients to participate in the New Northern Mentality, The Northern Outlet, the Virtual Youth Channel and other committees, and youth-driven events. Implement guidelines for youth participation.
6. Assist with developing a communication/marketing plan to market both internally and externally the role of youth engagement with AFS, The New Northern Mentality, The Northern Outlet and the Virtual Youth Channel including:
 - a. to develop marketing materials and communication tools
 - b. to utilize social media strategies for effective engagement
 - c. to develop a campaign to engage AFS staff
 - d. to seek input of youth such as the New Northern Mentality Group, Mayor's Youth Advisory Council, and any other youth stakeholder.
7. Participate in ensuring both the Northern Outlet and the Virtual Youth channel will be vehicles where youth can learn about resources available in our community and beyond to assist them with their mental health, physical health, and/or substance use challenges
8. Assist with establishing "evidence informed" policies, procedures and practice related to youth engagement at AFS which may include:

- a. conducting research around the best practices for engaging youth,
 - b. developing surveys to solicit opinions and feedback from AFS youth, their families, and staff,
 - c. other methods of soliciting information, such as focus groups.
 - d. Assist with the development of agency and board policies and procedures in relation to youth and family engagement. This includes the development of youth and family advisory council(s)
9. Assist in the design of new processes, and integrate existing processes to promote and sustain youth engagement with AFS, The New Northern Mentality, The Northern Outlet and the Virtual Youth Channel.
 10. Assist in the development of strategies for the recruitment and retention of adult allies and volunteers to support youth and family engagement activities, such as the New Northern Mentality and the Virtual Youth Hub.
 - a. Develop guidelines to support this work and roles for allies and volunteers.
 11. Participate as required in internal, community, and also provincial meetings related to youth and family engagement and provide updates on AFS activities.
 12. Take initiative to develop a personal professional development plan.
 13. Participate in the supervisory, peer consultation processes, quality assurance, program evaluation, and accreditation processes, as required.
 14. Develop/update a manual outlining the AFS Youth and Family Engagement framework and processes.
 15. Assume other responsibilities as assigned from time to time by the Supervisor / Manager or designate.

This position falls within the bargaining unit represented by the OPSEU.

Algoma Family Services (AFS) is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. AFS encourages applications from all qualified individuals. Applicants that may require accommodation during the selection process are encouraged to notify HR when contacted for an interview.

PLEASE SEND YOUR COVER LETTER AND RESUME TO hr@algomafamilyservices.org # **ADM-0621-01**