

	<b>Job Description #</b>	<b>9145</b>
	<b>JD</b>	
	<b>CHILD AND YOUTH CARE PRACTITIONER</b>	
	<b>Date Issued:</b>	<b>Nov. 2022</b>
	<b>Date Revised:</b>	<b>July 17, 2025</b>
<p align="center"><b><u>JOB DESCRIPTION</u></b></p> <p><b>Child and Youth Care Practitioner – Live-in Treatment (LIT)</b></p>	<p align="center"><b>Job Description Approval</b></p> <hr/> <p align="center"><b>Chief Executive Officer</b></p>	

**POSITION TITLE:**

Child and Youth Care Practitioner – LIT

**REPORTING TO:**

Supervisor, Live-in Care and Community Services

**WORKPLACE:**

In-person

**JOB SUMMARY:**

Reporting to the Supervisor, Live-in Care and Community Services, the Child and Youth Care Practitioner (CYCP) is a key service provider along our continuum of live-in care services that includes the home of the client, therapeutic foster homes, parent-model care homes, and a live-in treatment program. An incredibly challenging but rewarding position, the CYCP will work in collaboration with the client's multi-disciplinary treatment/care team to implement recommendations by providing direct mental health services to clients engaged in live-in treatment services. Support may be provided to a client and their family before, during and following live-in treatment, based on site requirements, and in a variety of environments, including home, school, and community settings. CYC Practitioners are scheduled on a rotational basis which includes daytime, evenings, and overnight awake hours to support Live-in Treatment Services that operate 24 hours a day, 7 days a week, 365 days per year.

The CYCP – LIT will provide care to co-ed youth 12 to 16 years old presenting with acute and chronic conditions of mental health and/or substance use. This care will be provided at our eight bed Live-in Treatment program on 631 Second Line West in Sault Ste. Marie. The primary role of the CYCP-LIT is to provide a safe, welcoming, inclusive, stable, and nurturing environment (therapeutic milieu) that promotes behavioural change and growth through the incorporation of traditional Indigenous approaches to well-being blended with western scientific approaches. As an integral member of the care and treatment team, the CYCP-LIT will inform the initial assessment and subsequent treatment plan, through observation and engagement of the youth, documentation of the youth's behavior, attitude, response to the LIT environment, interactions with peers, staff, and family, dietary, hygiene, and sleep habits, and response to counselling, as well as, any medication.

In addition to the direct care of the youth, the CYCP-LIT is responsible for supporting youth in the general home management, including housekeeping, grocery acquisition, meal planning and preparation. The CYCP-LIT will also equip caregivers with the necessary skills to youth achieve personal goals, develop healthy relationships, gain

essential life and social skills, safety plan, and participate in therapy as needed. Inherent to this work is the recognition and management of risk associated with youth experiencing severe/acute conditions of mental health and or substance use challenges. Essential to facilitating change is the inclusion of the youth's culture, community, and informal circle of support.

**MINIMUM EDUCATION**

- Child and Youth Care Degree or Diploma, Social Service Worker, Recreation Therapy, Community and Justice Services, or Addiction and Mental Health diploma, or diploma/degree in a relevant field.
- Students currently in their second year of a recognized Child and Youth Care Practitioner (CYCP) or Social Service Worker (SSW) diploma program.

**MINIMUM EXPERIENCE**

- One (1) year of experience working with high-risk and marginalized children and youth, and families, or the equivalent combination of relevant education and experience.

**QUALIFICATIONS:**

- Possess a caring, kind, and empathic approach in the engagement of children, youth, and their families in a manner that is consistent with the AFS vision and organizational values.
- Certification in CPI Nonviolent Intervention, or other crisis intervention and de-escalating training, would be considered an asset, along with the ability and maturity to act calmly in situations demanding quick assessment and immediate action.
- Certification in First Aid and CPR.
- Training in WHIMIS, Naloxone administration, Mental Health First Aid, ASIST, and cultural competence.
- Advanced knowledge of and ability to apply child and youth behavioural management approaches in a manner that promotes the client's development of self-esteem, self-confidence, and self-worth.
- A solid understanding of the effects of abuse and neglect, separation and attachment, grief and loss, on child development.
- Demonstrate an understanding of age and developmentally appropriate behavior for children/adolescents in the home, school, and community.
- Experience working with neuro-diverse (for example, ASD or FASD diagnosis) needs children and youth.
- Ability to provide skill-building training to the client and their caregivers.
- Ability to work both independently and as part of a multi-disciplinary team, participate in supervision; incorporate constructive feedback, attend meetings, and complete assigned paperwork with accuracy and on-time.
- Knowledge of pertinent legislation, such as: the Child, Youth and Family Services Act, Mental Health Act, Education Act, and the Youth Criminal Justice Act.
- Ability to develop and maintain professional working relationships with caregivers, colleagues, consultants, referral sources, service providers and education personnel.
- Proficiency with computers, specifically software, such as: Microsoft Word, Outlook, Excel, Teams, and PowerPoint, as well as, client information management systems.
- Ability to provide services in both official languages (English/French) is an asset.
- Possession of a valid Ontario Class "G" Driver's License, ability to travel, and use of a personal vehicle.
- Availability to work flexible hours including evenings and weekends, and on-call.
- Must provide a clean Broad Sector Check.
- Full COVID-19 vaccination.

**DUTIES AND RESPONSIBILITIES:**

**Program**

1. Maintain the confidentiality and privacy of clients, staff, and their information at all times as per agency policies and procedures, and related legislation as a Health Information Custodian.
  - Obtain consents for the acquisition and release of client information as required.
  - Inform the Supervisor of any breaches of confidentiality ASAP.
2. Provide a safe, welcoming, inclusive, stable, and nurturing environment (therapeutic milieu) that promotes behavioural change and growth through the incorporation of traditional Indigenous approaches to well-being blended with western scientific approaches.
  - This includes awareness of the youth's culture, beliefs, family traditions and norms.
  - Being trauma informed in the recognition that a youth's acting out or acting in behaviour is often a manifestation of unattended trauma, hurt, and pain often caused by adults they trusted.
  - Inclusion of the youth's culture, community, and informal circle of support in the care of the youth.
3. Inform the initial assessment and subsequent treatment plan, through observation and engagement of the youth, documentation of the youth's behavior, attitude, response to the Youth Centre environment, interactions with peers, staff, and family, dietary, hygiene, and sleep habits, and response to counselling, as well as, any medication.
  - Complete shift documentation, that includes:
    - i. reporting of the client's day-to-day activities,
    - ii. youth's response to the elements of the treatment plan, and
    - iii. incident and serious occurrence reports, as required.
4. Work directly with the youth to facilitate the transition to and from live-in care settings, including but not limited to assisting in the packing of personal items, purchasing of personal items, and the setup of the new live-in care environment.
  - This work can include step-up and step-down care from the Child and Adolescent Psychiatric (CAP) Unit.
5. Plan and facilitate social/learning activities to support the physical, social and emotional development and well-being of the youth.
6. Utilizing a strength-based, solution-focused, client-centred, and trauma informed approach within the context of anti-oppressive practice, provide interventions to:

- avert and address crisis and self-harm,
  - promote positive interactions between youth and their families, as well as, significant others,
  - assist the youth in the identification of life challenges and alternative solutions, and
  - teach problem solving and deliberate decision making,
  - support the youth's treatment plans and goals,
  - ensure treatment goals are understood and reflected in daily routines,
  - role model respect and empathy, and
  - learn and practice new skills.
7. Transport safely the client to appointments or activities, as required.
    - Ensure circle checks of the vehicle prior to departure.
    - Maintain vehicle travel log.
    - Report any issues with vehicle to the Supervisor.
  8. Administer and track and medication.
  9. Conduct security checks throughout the night to ensure that the youth are undisturbed while sleeping and that the building and grounds are secure.
  10. Respond to enquiries from youth, communicating information and resolving problems.
  11. Report any suspected abuse or neglect of a youth receiving service as required by legislation within the specified timelines, as per the regulations.

**Home Management**

19. Responsible for healthy meal planning and safe food handling and preparation.
20. Responsible for regular and deep cleaning, including laundry.
21. Maintain the facility in a safe manner, identifying hazards and or maintenance or repair issues in compliance with Health & Safety policies and procedures.
22. Monitor trends and developments in live-in treatment services and delivery through research, education and evaluation materials.

**External Relationships**

23. Consult with other professionals to exchange information to assist with the youth assessment and planning purposes.
24. Develop, nurture and maintain supportive working relationships with the youth's families, friends, supervisors, team members, and community service providers.
25. Participate in team discussions to share information and identify and resolve problems.
26. Help to coordinate internal and external services on behalf of the client and family.
27. Collaborate with community partners.

**Team Support and Development**

- 28. Participate in team meetings to share data, communicate information and resolve any challenges.
- 29. Volunteer and participate on internal and external committees, sharing information, identifying goals and engaging in collaborative problem solving.
- 30. Contribute to the program evaluation and service planning.
- 31. Provide in service training to team members and other staff regarding field of expertise.
- 32. Attend training related to the live-in treatment services including CPI, ASIST, First Aid, and evidence-informed practices.
- 33. Participate in the orientation and training of new staff, students and volunteers.

**Administration**

- 34. Follow procedures for the use and monitoring of petty cash.
- 35. Attend All Staff meetings.
- 36. Complete Dayforce (timesheet) entries as specified.
- 37. Comply with agency policies and procedures.

**Health & Safety**

- 38. Contribute and lead in the culture of safety and prevention of adverse health events for all in the organization.
- 39. Adhere to health and safety policies and procedures.
- 40. Ensure the security of the facility and safety of staff, volunteers, and guests by adhering to the standards as defined in agency policies and procedures.

**Performance**

- 41. Achieve the defined organizational performance benchmarks for the position that reflect agency and provincial expectations.
- 42. Participate in supervision at least once a month.
- 43. Take initiative in developing a personal professional development plan.
- 44. Support Algoma Family Services' vision, mission, values, and strategic priorities.

**Other**

- 45. Assume other responsibilities as may be assigned from time-to-time by the Supervisor.