



Job Title: Youth Public Trustee/Youth Case Manager
Program: Community Wellness Services
Reports to: Team Lead, Community Wellness Services

As a member of the Youth Services Care Team, this position will provide trustee, youth case management, and youth programming facilitation, and will work in collaboration with Durham Regions Ontario Works and Ontario Disability Support Program as appropriate.

Responsibilities

- Provides trustee facilitation services to youth in partnership with The Regional Municipality of Durham by working with youth clients and Ontario Works Youth Workers to identify and address financial needs
- Develops, provides and maintains trustee financial services, including tracking documentation and client updates, to youth Ontario Disabilities Support Program clients in partnership with The Regional Municipality of Durham
- Supports Trustee youth to develop plans and budgets ensuring that the clients basic needs for food, clothing and shelter are met
- Supports Trustee youth to meet the requirements of their financial and trustee support agreements
- Works in collaboration with the Finance Department, provides relevant information within established timelines to ensure timely billing and client check disbursement
- Participates as a member of a high performance, multi-service team performing recovery and wellness based services that support clients within programs and the community
- Assess recovery and wellness potential of clients by reviewing intake and assessment information
- Delivers in-house programs, in one-on-one and/or group situations, focusing on recovery and wellness e.g. individual goal setting, life skills, self-management, personal health and wellness
- Refers clients to other multi-service programs, as needed, within the organization and community
- Provides support to clients in assisting with scheduled appointments
- Supports and assists clients with maintaining their skills to live independently in the community and promotes safe and healthy living standards ensuring that client's basic needs of food, clothing and shelter are met
- Ensures clients understand CMHA Durham services and agree to the expectations related to Community Wellness Services and in partnership with The Regional Municipality of Durham
- Consults and collaborates with community support services and resources ensuring clients obtain access to supportive employment, recreation and socialization opportunities, affordable meals and educational/leadership opportunities
- Assists clients with establishing peer and family support networks
- Provides a supportive therapeutic relationship to clients and advocates for, and with, clients
- Documents client contacts, client participation and involvement, daily logs, summaries, mental status exams, assessments and other reports in a timely manner, as outlined in the CMHA Durham policies and procedures
- Provides case management services focusing on basic/immediate needs (i.e. housing, financial supports) and individually determined goal plans (i.e. return to school, social activities, health and wellness)
- Works with vulnerable, high needs, complex youth within the community and within on-site programs
- Provides on-call services to clients and back up coverage to staff, as required

Requirements

- Preference given to individuals with transferable lived experience peer perspective
- Post-secondary education (i.e. human and social services) and a minimum of three years related experience or equivalent combination of education and experience
- Knowledge the *Ontario Disability Support Programs, Ontario Works Income Supports, Mental Health Act, Health Care Consent Act, Employment Standards Act*, social service benefits and related legislation in Ontario
- Ability to develop and maintain a positive therapeutic relationship with clients
- Ability to develop and maintain positive relationships with community partners and represent the agency in a professional manner at all times
- Ability to acquire and utilize community resources effectively to meet clients' needs
- Excellent communication (written and verbal) skills
- Ability to organize and present information
- Experience facilitating groups, engaging group participation, planning groups to meet the needs of the participants
- Excellent problem solving skills to weigh all factors when assessing clients
- Ability to adapt to changing circumstances
- Valid Ontario Driver's license, access to a dependable vehicle in safe working order and appropriate insurance coverage
- Works a variable work schedule, which may include evenings and weekends, as required
- Knowledge of MS Office (Word, Excel, PowerPoint, Access and Outlook), as well as the internet

Application Procedure

1. Forward cover letter and resume to recruitment@cmhadurham.ca
2. Deadline for applications is **September 29, 2017**

CMHA Durham endorses the principles of workforce diversity. All qualified candidates are encouraged to apply; however only those selected for an interview will be contacted. Accommodations are available upon request.