

Job Description

POSITION:	Mino Madzwin Youth Worker
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full Time
DATE APPROVED:	October 20, 2025

JOB PURPOSE

The Mino Madzwin Youth Worker is responsible for providing case management, developing relevant partnerships, and supporting youth in their successful transition out of the child welfare system into adulthood along with supporting youth to complete prevention programs and/or extrajudicial sanctions. The worker will help youth to develop goals based on their specific and individualized needs while also supporting the Alternative Care Providers. The Mino Madzwin Youth Worker functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Support Functions:

Responsible for promotion of the e-learning programs and providing culturally appropriate support services to youth and their families and provide a variety of services that support youth.

- Engage the youth in a way that empowers them to move towards a more wholistic lifestyle;
- Provide intensive support to youth as they complete the Mino Madzwin E-learning and/or the Community Learning HUB Programs;
- Meet with the youth, parent(s) and/or guardian(s), and referral source to clarify areas of responsibility and to develop a service plan;
- Develop service plans that include goals and objectives that are concrete, attainable, and relevant to the concerns that led to the referral ;
- Ensure that a closing case conference with the referent and circle of care team is scheduled followed by a closing letter and closure within the database;
- Identify youths’ areas of strength in order to implement interventions that will encourage positive behaviours;
- Build positive relationships for the youth within their community and with related agencies/partners;
- Ensure the youth are provided with opportunity to engage and learn about their culture by receiving cultural teachings, participating in ceremonies, and land-based activities;
- Work collaboratively with service providers (internal and external) to provide comprehensive and coordinated services for the youth and discuss the general progress;
- Ensure internal/external regular case conferences are held with the youth, parent(s) and/or guardian(s), and other service providers involved;
- Attend case reviews with internal and external service providers;
- Provide supervisor with updates on each youth such as, debriefing, strategies and assessments;
- Research community resources, groups, and supporting the youth to access and connect to the existing community resources and programs;
- Actively participate in the First Nation’s planning and delivery of services;
- Ensure to meet the Ministry standard for monthly home visits;
- Make regular contact with informal and formal support services for youth;
- Act as an advocate for the youth to ensure service needs are met and identify and model connections between the youth and those who are identified as meaningful and beneficial to them;
- Ensure the safety and well-being of youth while they are participating in the program while increasing the resiliency of youth leaving care of the agency;
- Ensure positive working relationships with the Crown, Police and Probation Officers.
- Assess the needs of young people, planning, linking and delivering programs related to areas such as life skill development, health and fitness, smoking, drugs & alcohol abuse, education, employment services, violence, healthy relationships, financial management and housing supports;

- Mentor, coach and support individuals to facilitate personal, social and educational growth in young people as well as encouraging greater social inclusion;
- Build positive relationships/rapport with youth to encourage healthy lifestyle alternatives;
- Reinforce conflict resolution, positive communication, household respect through positive reinforcement, role modeling, and supportive listening;
- Assist youth in developing a day program related to education, life skills, employment, etc. and ensure follow up with youth to support continued goal-planning and follow-through;
- Provide referrals and follow-up support to outside services such as legal, medical, educational and employment;
- Complete all pertinent data for case records and reports, including case management notes, case histories and other correspondence.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for youth.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishnaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;

- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Child & Youth Worker or Social Services Diploma

Minimum Experience

- Two (2) years of direct experience in a Social Services Agency
- Life Skills Coaching Certificate would be an asset
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of the Youth Criminal Justice Act
- Knowledge of the Child Youth and Family Services Act (CYFSA)
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of North Shore First Nations Knowledge of dynamics and issues facing children in Alternative Care Settings

Special Skills

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent organizational and administrative skills
- Excellent computer skills
- Ability to utilize crisis intervention, conflict resolution, mediation and problem-solving techniques
- Ability to work with Youth and First Nation communities
- Ability to work with and meet strict timelines
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to take initiative
- Ability to deal with highly sensitive and personal information and maintain the appropriate safeguards for the confidentiality of Agency information and client records

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Mino Madzwin Youth Worker will typically meet clients where they are comfortable, whether it be in the home, office, or school. The worker is frequently required to operate a computer, file and retrieve written documents and work overtime when required or during emergency situations. The physical demands include but are not limited to standing, sitting, walking, lifting, carrying and reaching,

handling, kneeling, crouching, bending and driving. The Worker will be required to travel to meetings and home visits across the Region.

The Mino Madzwin Youth Worker positions can be described as multi- tasked within a fast-paced, high-volume and demanding environment. The worker absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view which can be mentally challenging. As a result, this position is more emotionally challenging than physical. There will be extended periods of driving and sitting for administrative purposes or to attend meetings and home visits.

Non-physical demands include a work environment where the noise level is usually low to moderate but may be loud on occasion. The nature of the position may expose the Worker to moderate levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

The Worker may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

Given the traditional practices of Indigenous people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, Photocopier, Telephone, Fax Machine, and Cell Phone

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Director of Service, Child Welfare Workers, Child in Care Workers, Cultural Department, and other Agency staff when required.

External

The Ministry of Children, Community and Social Services, Children's Aid Societies, Police, Lawyers, Probation/Parole Officers, Group Homes, Detention Centers, Hospitals and other First Nation communities.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date