

TITLE: Child, Youth and Family Intervention Support  
SECTION: As Appointed  
REPORTS TO: Administrative Officer or Delegate

#### SUMMARY:

Under the direction of the Administrative Officer or Delegate, works as part of school-based teams and district team to provide supplementary support to at-risk students.

#### DUTIES:

1. Liaises and participates in school-based team meetings and parents as required.
2. Provides guidance, counselling, ongoing assistance, encouragement and support to “at risk” students in developing and achieving appropriate behaviour, personal and life skills goals.
3. Develops a rapport with at-risk children and youth and assesses high risk situations, visiting off school sites where youth may be located, often irregular hours.
4. Works closely with Indigenous Education Department, Indigenous Support Workers, Student Support Workers, counsellors and school-based administration.
5. Coordinates and facilitates meetings of multi-disciplinary teams relative to student support.
6. Assists students integrating or re-integrating into the regular school system or alternate schools.
7. Ensures compliance with regard to current legislation and protocols (i.e.) Mental Health Act, Child, Family and Community Services Act (Child Protection), and Young Offenders Act, Freedom of Information and Protection of Privacy Act and School District 79 Policies and Procedures.
8. Upholds and demonstrates a standard of care no less than that required by the Code of Ethics of the Child and Youth Care Association of BC
9. Acts as a liaison between home and school including encouraging the development of effective parenting skills.
10. Establishes and maintains effective working relationships with community agencies, acts as a liaison and advocate for student and families as required.
11. Facilitates and coordinates group sessions for youth, children, and families, as required.
12. Provides transportation for students and/or parents as required.
13. Supervises students when involved in program related activities.
14. Maintains accurate reports, records, and statistics on students.
15. Attends staff, team, and other scheduled meetings.
16. May, on occasion, be required to perform other duties as assigned.

## QUALIFICATIONS

Education – the applicant must have:

- Successful completion of a degree in Child and Youth Care or Social Work or the equivalent combination of training and recent related experience (e.g. Psychology, Counselling).
- Crisis prevention intervention training
- Conflict negotiation and mediation training
- Mental Health and Addictions training

Experience – the applicant must have:

- Three years recent related work experience in a Youth Outreach role.
- Demonstrated knowledge of community and agency resources.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- Demonstrated ability to respond to complex referrals.
- Demonstrated ability to employ prevention or intervention behaviour management strategies.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to establish and maintain respectful relationships with children, youth and adults.

Skills - the applicant must have

- Knowledge of current legislation and protocols (i.e.) Mental Health Act, Child, Family and Community Services Act (Child Protection), and Young Offenders Act, etc.
- Proficiency in written and spoken English consistent with assignment
- Demonstrated effective time management and organizational skills.
- Basic computer skills

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to adapt established methods and procedures but exercise independent judgment when necessary.
- Show tact, courtesy, and discretion in dealing with people in the course of their duties.
- Ability to maintain confidentiality with regard to sensitive information seen and/or heard in the course of their duties.
- Have own reliable transportation and adequate liability insurance.
- Valid BC Class 5 driver's license.
- Ability to maintain confidentiality with regard to sensitive information seen or heard.

**APPENDIX A**

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**

(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	100 – Child, Youth and Family Intervention Support
LOCATION:	Itinerant
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	8	6	3	3	2	1	3	3	2	3	2
Total Points	377										

RATING CLASSIFICATION: LEVEL	16
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