

Position Description

Position Title:	Youth Mental Health Worker		
Program Name:	Case Management and Justice Services	Position Classification:	7 C.M.
Reports To:	Program Manager		
Effective Date: July 2019		Review Date: July 2020	

Position Summary:

The Youth Mental Health Worker (Y.M.H.W.) provides supports to the Peterborough Youth Justice Court for youth ages 12 to 17 who have mental health needs. The Y.M.H.W. acts as a system navigator for youth who are in conflict with the law and/or navigating the youth justice system. The Y.M.H.W. provides assistance to access appropriate community mental health services and youth justice resources, and functions as a short-term bridge between these complex systems, to reduce barriers to youth accessing necessary mental health and ancillary services, and to reduce recidivism. In cooperation with and upon the approval of the Youth Justice Court, the worker facilitates the diversion of youth out of the criminal justice system in conjunction with other youth justice partners.

The Y.M.H.W. provides case coordination, as well as brief intensive case management for youth who are yet to be assigned to a primary youth justice agency. The Y.M.H.W. may also be required to provide crisis intervention supports where warranted. The Y.M.H.W. provides strong mental health intervention knowledge and skill, to youth clients and provides advocacy, mental health consultation, system navigation and support to lead agencies and community partners that are case managing or supporting youth who require mental health assessment and services.

The Y.M.H.W. also provides strong leadership for youth who are transitioning from youth to adult mental health services. The Y.M.H.W. provides a mental health lead and system navigation role to the Kawartha Pine Ridge School Board to reduce systemic barriers and connect youth who are involved in the criminal justice system to appropriate services and supports. Services may be provided to individual youth or groups; where services are provided in groups, the Y.M.H.W. will provide and evaluate the effectiveness of therapeutic groups based on evidence-based modalities.

Key Responsibilities



1. Client Supports

- Attend court and advocate for children and youth ages 12 to 17 within the criminal justice sector, setting, and environment
- Identify and utilize appropriate youth justice and mental health support networks, ensuring that all appropriate services are accessed and coordinated
- Provide system navigation and bridging of youth, justice and mental health systems
- Support youth through the youth justice legal system and assists in case coordination within the legal system
- Deliver high quality mental health supports and services in accordance with best practices and relevant local M.O.U.'s
- Provide needed support including crisis intervention, as required
- Advocate, at the child/youth's request, for needed services and supports by coordination of community services
- Assist and provide facilitation between client and legal counsel as appropriate/required
- Make recommendations for referral for diversion where appropriate
- Assist in the development of youth diversion and/or personal goal plans as appropriate
- Facilitate timely referrals for individuals with primary diagnoses of addictions
- Actively collaborates with the identified case managers within youth justice services, including Youth Probation, and primary youth justice agencies
- Provide mental health consultation and support to youth and youth justice partners
- Administer evidence-based screening for assessing youth mental health needs
- Read and interpret Crown notes, legal briefs, dockets, and other relevant legal documentation
- Act as an onsite resource for individuals, families, police, legal counsel, and court staff in the Youth Court system
- Assist as a consult/mental health resource with lead agencies to coordinate mental health system issues between Youth Probation, the Ministry of Children and Youth Services, and community partners specializing in child and youth services
- Provide service coordination for youth transitioning into the adult system (mental health and/or justice)
- Participate in regular meetings with other Y.M.H.W.'s in other regions to share resources, develop common best practices, collect data, and identify strategies and issues to improve services, including identifying gaps in service



- Participate in meetings with lead youth justice agencies and their youth justice staff to ensure continuity of care
- Provide support to Crown in gaining fitness assessments and follow up
- Act as a mental health resource for lead youth justice agencies, Youth Probation, individuals, families, police, legal counsel, judges, court staff, etc.

2. Documentation

- Document and maintain electronic client records (Intake and assessment forms, progress notes, correspondences, database files, etc.).
- Report and maintain program-related statistical data
- Complete administrative tasks including: timesheets, expense reports, vacation requests
- Complete O.C.A.N. assessments and other required documents in program and agency policies and procedures and standards

3. Other Activities

- Develop, promote and maintain strong and effective partnerships with clients, families, service providers, agencies, government, community partners, etc.
- Provide information and raise awareness about issues affecting youth ages 12 to 17 that are living with mental illness, substance abuse and/or behavioural challenges

4. Performance Management and Professional Development

- Participate cooperatively in the agency performance management process/system
- Stay current on relevant legislation and best practices, current research, policies and procedures
- Participate in ongoing professional development and mandatory training
- Actively engage and participate in supervisory process

5. Health and Safety – Worker Responsibilities

- Work in compliance with the Occupational Health And Safety Act, applicable regulations and all organizational health and safety requirements and procedures to ensure the health and safety of clients, staff/colleagues, volunteers and students
- Actively participate in workplace, departmental and job-specific health and safety orientation, education and training
- Use or wear any equipment, protective devices or clothing required by the employer
- Operate any equipment and work in a way that does not endanger self or any other worker



- Comply with established policies, procedure and work practices regarding health and safety
- Identify and report workplace and job hazards, defects and contraventions of the Act to the supervisor or employer
- Report health and safety problems to the supervisor or employer
- Notify the supervisor if clarification of a policy, procedure or safe work practice is needed
- Use initiative to reduce risk and apply discretion to solve problems, within scope of authority
- Work co-operatively with co-workers, supervisor, Joint Health and Safety Committee. members and others

6. Client Safety

- Adhere to C.M.H.A. H.K.P.R. client safety programs including program policies as well as infection control and prevention procedures. In partnership with clients, family members, and fellow staff, maintain open lines of communication to assist the organization in identifying and achieving quality outcomes for client safety. Report client safety incidents and suggested improvements to manager or delegate.

7. Other Duties as Assigned

- Attend, participate in team/staff meetings, and all-staff meetings as required
- Participate in agency quality improvement activities, e.g. accreditation projects, committee work, special events, etc.
- Participate in quality improvement activities at the team/program level
- Participate in external committees as required
- Duties may change from time to time

Requirements of the Position:

A. Education and Training

Successful completion of post-secondary university degree in Health Sciences/Criminal Justice/Child and Youth or comparable area of study.

We recognize that mandatory training before hire is an asset, however, successful completion of the training applicable to this role shall be requirements for continued employment in this position:

- Health and Safety Training (including but not limited to the following):
 - Globally Harmonized System (previously W.H.M.I.S.)



- Infection, Prevention & Control
- Workplace Violence
- Accessibility for Ontarians with Disabilities Act
- Applied Suicide Intervention Skills Training (A.S.I.S.T.)
- Non Violent Crisis Intervention (N.C.V.I.)
- Ontario Common Assessment of Need (O.C.A.N).
- Client Record Management System (C.R.M.S.)
- First Aid/Cardiac Pulmonary Resuscitation (C.P.R.)

Assets with regard to this position:

- Master's degree in a relevant field
- Formal education in Cognitive Behavioural Therapy, Dialectical Behavioural Therapy, Trauma-Informed Care, and/or Concurrent Disorders is preferred

B. Related and Relevant Experience

Mandatory experience

- Minimum of three (3) years' experience providing mental health support services in human services, youth mental health, youth justice or corrections environment; (experience in a youth-serving mental health or youth justice setting is preferred)
- Demonstrated knowledge of the criminal justice system including courts and correctional services; (knowledge of the system of the youth justice system and the local H.K.P.R. system, is preferred)
- Demonstrated excellent organizational skills; demonstrated ability to self-manage time and multiple tasks
- Superior skills in communication, (oral and written), advocacy on behalf of clients, collaboration with inter-professional teams, consultation with professional colleagues in the justice/correctional system and the community are required
- Solid clinical and therapeutic assessment and intervention skills
- Proven ability to work independently and demonstrate sound clinical judgment with respect to complex client situations
- Excellent interpersonal skills, flexibility, and ability to work effectively at an individual, program and system level
- Knowledge of psychosocial rehabilitation principles
- Demonstrated working knowledge of the Youth Criminal Justice Act, Mental Health Act, Provincial Offenses Act, Criminal Code legislation
- Demonstrated knowledge of computer applications (Microsoft Outlook, Word, databases)



Preferred experience

- Demonstrated ability of working in clients’ living and social environments
- Knowledge of local H.K.P.R. justice system and the Peterborough Youth Court is preferred
- Intermediate to advanced minus proficiency in French
- Knowledge of youth justice systems is preferred

C. Competencies

Refer to C.M.H.A. H.K.P.R Competency Matrix

D. Other

- Valid driver’s license
- Automobile in good repair and insurance coverage as required by agency policy
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references

Working Conditions:

- Work in the court/justice environment with some office time
- Work directly with youth ages 12 to 17 living with mental illness, substance use and/or behavioural concerns who may experience crises from time to time
- Work in the community providing mental health and youth justice system navigation to other service providers and stakeholders
- Work directly with vulnerable and hard to serve individuals who may be experiencing crisis including, emotional crises, serious mental illness and/or dual diagnosis and/or addictions
- Willingness to travel (primarily within Peterborough County) and to transport clients in personal vehicle

Approval/Revised Approval Dates:

Program Manager _____ Date _____

I have read and understood the above position description.

Employee Signature

Date