



JOB DESCRIPTION

Salary Grade:

7

10 Month Position

Job Title:	Division:
Child & Youth Worker, Secondary	Field Operations
Supervisor's Title:	Superintendency:
Principal	Elementary and Secondary Schools
Union Status:	Department/Location:
CUPE Local 1328	Secondary Schools

PRIMARY FUNCTION

The primary function of this job is to operate as front line staff assisting pupils who are experiencing problems (e.g.: personal, family, behavioural, emotional, social) by providing individual or group counselling, referrals to the Board's professional service personnel and/or external agencies, under the direction of the principal or designate. (Counselling includes the activities set out below but excludes activities that are the proper domain of regulated professions i.e. teacher, social worker, psychologist, etc.)

MAIN RESPONSIBILITIES

1. Provide one-on-one counselling to students as directed by the principal or designate, by performing such duties as:
 - maintaining a daily appointment schedule and ensuring that teachers are aware of the appointments
 - establishing rapport with the student and then developing communication by: listening to what the student has to say; acknowledging; being supportive; assisting with problem solving to resolve issues; goal setting etc.
 - providing support to students that are dealing with problems such as: attendance, drug/physical/sexual abuse, parents with drug/alcohol problems, welfare/poverty, divorce of parents, peer problems etc.
 - advocating for students to obtain professional counselling (i.e. social worker, psychologist, etc.)
 - developing professional relationships with community agencies and referring students to appropriate agencies e.g.: Youth Substance Abuse Program, Children's Aid, Youthlink, etc.
 - counselling students on a variety of matters by: helping students identify the positive and negative consequences of behaviour; role playing different situations; outlining relaxation techniques; using established activities/exercises that provide communication skills, help build self-esteem etc.
 - assisting students that are experiencing attendance problems by helping them learn time management, and/or assisting student with other issues that are resulting in attendance problems e.g.: personality conflict with teacher etc.
2. Undertake pro-active measures to promote goodwill and to provide support to students from the onset, by performing such tasks as:
 - escorting students from the parking lot and halls to their classes at the start of the day
 - attending "Admittance Meetings" at the end of each academic year to become familiar with the grade 8 students that are 'at risk' and will be joining the secondary school in the upcoming term
 - introducing self to all new grade 9 classes, by giving a description of the services the CYW provides
 - contacting the 'at risk' grade 9 students in September, meeting with them individually, talking to them about their previous year and encouraging them to contact the CYW if required, advising them that confidentiality/discretion will be maintained
 - developing an awareness and knowledge of the student population and the various existing student cliques/groups

- developing a 'presence' and thereby discouraging disruptive behaviour/infractions.
3. Provide Group Counselling/activities to students, by performing such duties as:
- assisting students in the organization of Christmas food drives, clothing drives for the local youth shelter etc.
 - developing and providing peer mediation training (conflict resolution) to students in conjunction with teaching staff
 - involving groups of students in programs such as: the Mayor's task force on Drugs; Sunnybrook Program on Drugs, with the assistance and support of the teaching staff
 - providing counselling/skills training to small groups of students, as required e.g.: time management, study skills, anger management etc.
4. Perform a variety of other duties that support the Child & Youth Worker function, such as:
- participating in school meetings (e.g.: School Based Support Team) to discuss student issues
 - consulting with teachers, TCDSB social worker, health nurse, Guidance staff etc. to exchange information on students and to develop strategies that can help the students
 - phoning or interviewing parents of students subject to principal's approval and as required
 - administering first aid as required
 - participating in extracurricular activities
5. Perform other related duties as assigned or required.

SKILL

- 3 year college diploma in Child & Youth Worker, or equivalent. Training in St. John's Ambulance First Aid, with regular follow-up courses
- 2 years of prior related work experience and 1 year of on-the-job experience.

EFFORT

- Complexity of the job is in providing effective support/intervention (counselling, emotional support, conflict resolution skills etc.) to students who are experiencing difficulties such as: attendance problems, peer problems, drug/sexual/physical abuse etc.

- Complexity in utilizing the appropriate approach when counselling students.
- Physical effort in being active/visible in school.

RESPONSIBILITY

- Accountable for developing responsive relationships with "caseload" students and thereby providing effective intervention. Independence of action in determining how and when to provide group counselling
- Ineffective 'intervention' (counselling, referral to agencies etc.), may result in the student experiencing greater 'problems', having the problems manifest themselves in disruptive activity at school, increase in 'drop-out' rate etc.
- Contacts with school staff daily for assistance or exchange of information, special education staff weekly or monthly for consultation. Outside contacts with parents as needed for exchange of information, social service agencies (e.g.: Ministry of Social Services, Addiction Research Foundation, hospitals, Police Youth Bureau, counselling agencies) as required for referrals or exchange of information.

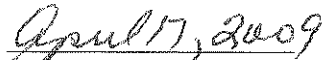
WORKING CONDITIONS

- Work environment is the School. Individual counselling is conducted in a space conducive to confidentiality.
- Stress from dealing with and being exposed to various 'problems' of students.

Management Approval



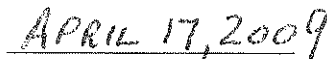
Date



Management Approval



Date



Reviewed by Management

Date

Reviewed by Union

Date