



## Case Coordinator Trainee Needed 1 Year Contract - Full-Time

The Peer Project is looking for a self-starter with initiative who enjoys working in a fast-paced environment. As a Case Coordinator, you will use your superior assessment and case management skills to create and support mentoring relationships (matches) between Youth Volunteer Mentors and Junior Youth Mentees (children). Your dynamic, energetic and professional attitude will be instrumental in assisting newcomer children and children with mental health challenges.

**PLEASE NOTE: APPLICANTS MUST BE REGISTERED AND WORKING WITH AN EMPLOYMENT COUNSELLOR AT MIZIWE BIK ABORIGINAL EMPLOYMENT AND TRAINING IN ORDER TO QUALIFY FOR THIS POSITION**

### QUALIFICATIONS:

- Post secondary education in Social Work and/or equivalent work experience in child and youth services
- Assessment and relationship development experience with child and youth populations plus an understanding of child development and family dynamics
- Intake, interview and case management experience preferred.
- Excellent judgment and decision-making skills and a performance-driven mind-set
- A demonstrated knowledge of community and newcomer services organizations
- Experience managing youth/adult volunteers an asset
- Able to communicate effectively (verbal and written) in English
- Have an understanding and knowledge of issues related to New Canadians and a commitment to working from an anti-racist and anti-oppression framework
- Able to work some evenings and occasional weekends
- Demonstrate Proficiency in Microsoft Office applications; including Word, Outlook, Excel, Google, database management, social media, etc.
- Preference will be given to individuals with a valid Ontario class "G" driver's license and who have access to an insured vehicle
- Have a current First Aid and CPR certificate or is willing to get same
- Willing to submit to a Police Criminal Reference and Vulnerable Screen Check

### RESPONSIBILITIES:

- The primary responsibility is to match newcomer children and children with mental health challenges to a Peer Youth Mentor with an understanding of each of their needs
- Assess volunteer and child/parent fit to The Peer Project's One to One community based peer mentoring program by completing individual home interviews/assessments and other enrollment processes
- Match qualified volunteers using intake data to gain the best relationships/outcomes for youth. Once the matches are formed provide monthly match support for the volunteer and child to guide their relationship development
- To determine the indicators for success and set goals with both the parent/child and Youth Mentor at the initial match visit
- Work cooperatively with the Volunteer Recruiters to find Mentors in the areas of need
- Actively network with newcomer service organizations in the community to facilitate referrals of children where there are existing volunteers
- Regularly update and manage the Google maps of waiting Mentors and maintain active communication with recruiters where Mentors are needed



### HOME ASSESSMENTS

- Conduct home assessments of waiting children to assess the home environments and the needs of the child make.
- During the home visit, provide parents with information on community resources and supports available
- Maintain succinct records of home visits and gather information from referral sources, i.e.: teacher, doctor, etc. to further assess the needs of the child
- Arrange and complete home interviews and assessment of potential volunteers

### CASELOAD MANAGEMENT:

- Maintain caseload of matched Mentors by providing ongoing match support through regular phone contact and meetings
- Maintain up to date case notes in the CYSIS database
- Maintain regular contact with Parent Support Worker
- Maintain caseload of awaiting children through regular contact and appropriate referrals and pre-match activities
- Determine goals for the Youth Mentor and assist them in achieving their goals
- Monitor and keep detailed records of Mentor involvement
- Provide advocacy support, recognition, training opportunities and events to Mentors through regular contact
- Follow standard evaluation procedures for each case
- Be part of the Emergency On Call team on a rotation basis

### COMPENSATION

This is a One Year Contract position for 35 hours per week from May 1, 2018 to March 31, 2019. The wage is \$18 per hour and is subject to government funding. This position includes evening and occasional weekend work.

### How to Apply

If you are interested in joining a dynamic team of highly qualified professionals at The Peer Project - Youth Assisting Youth who are dedicated to positively impacting the lives of children and youth, please forward your resume with a cover letter by April 18, 2018 to: John van Rhee, Program Director, The Peer Project, 5734 Yonge St., Suite 401, TOR, ON M2M 4E7. By email to: [jvanrhee@yay.org](mailto:jvanrhee@yay.org) or by fax to: 416-932-1924. We thank all applicants for their interest but only those selected for interviews will be contacted.

### About The Peer Project

The Peer Project | Youth Assisting Youth (YAY) is a non-profit, charitable organization servicing the GTA and York Region. The agency matches Youth volunteers aged 16 – 29, to a one-on-one relationship with newcomer and at risk children aged 6 to 15, who are experiencing social, emotional, behavioural or cultural adjustment difficulties. The goal of the program is to provide a child with a positive role model through a mentoring relationship with an older youth. Through the Newcomer Program The Peer Project promotes awareness and accessibility to all members of Canada's cultural landscape by focusing its efforts on Newcomers and their children and assisting with their transition to a new life.



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