**Care Coordinator**

**Timmins Youth Wellness Hub**

The Timmins Youth Wellness Hub (YWH) is offering a full time Care Coordinator position.

The vision of the Timmins YWH is to create a community for all youth to connect, belong, and grow.

As a Youth Wellness Hubs Ontario (YWHO) site, we aim to bring the right services to youth (12-25) and their families at the right time and in the right place. YWHO is improving Ontario’s mental health and addiction services for youth and their families by providing rapid access to mental health and substance use services with walk-in, low-barrier services and clear pathways to service.

We welcome and strongly encourage applications from candidates from diverse and equity-seeking groups including, but not limited to: Indigenous individuals, people of colour as well as those who identify as 2SLGBTQ+.

The Timmins Youth Wellness Hub is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.

#### **JOB SUMMARY**

Under the direction of the Youth Wellness Hub Executive Director and as an integral part of the YWHO Youth Wellness Team, the Care Coordinator will, in collaboration with youth and their families, assess care needs, determine eligibility for services, and develop individual care plans to help youth receive the services and supports they need. The Care Coordinator will support and assist in creating a safe and accepting environment for youth (12-25 years old) with a special emphasis on the 2SLGBTQ+, Indigenous youth and other marginalized community youth.  Supports and services provided at the Timmins YWHO include, but are not limited to, mental health and substance use counselling, primary care, system navigation, peer support, employment/education supports, housing support, skills and well-being activities and other community and social services.

#### **RESPONSIBILITIES**

* Work to proactively link/warmly transfer youth to YWHO partner or external service providers
* Create opportunities within the hub for youth to connect with YWHO partners and build awareness of available services and supports
* Provide outreach and facilitate continued engagement of youth at YWH
* Provide support and follow up to youth
* Refer any youth in need of crisis, mental health, or other core service supports to clinical staff
* Provide referrals/make linkages to culturally appropriate services/supports
* Assist youth in completing any necessary forms or requirements for services
* Document and maintain electronic youth client records (intake and assessment forms, progress notes, correspondence, client files, etc.)
* Work with other staff to help identify when youth may require supports- either in terms of mental health or substance use
* Other duties as assigned
* Build and maintain relationships with network partners and other relevant services
* Contribute to creating and maintaining a safe, welcoming, non-judgmental, and non-stigmatizing hub atmosphere
* Work towards creating an inclusive culture with youth aged 12 to 25 in a supportive and respectful manner
* Work from a harm reduction, collaborative/team-based and youth-centered approach, incorporating trauma-informed care practices
* Participate in multi-disciplinary team meetings and other meetings as may be required
* Provide feedback to staff team regarding individual feedback on service, programs, or individual needs
* Always represent the Timmins YWH in a manner that reflects the Mission, Vision and Values of the Organization

#### **QUALIFICATIONS**

* Bachelor’s Degree in Social Work or a Bachelor of Arts degree in one of the core mental health disciplines. Other levels of relevant education with experience in the mental health and substance use fields may be considered.
* 2+ years of recent experience in community health, social services, or related field
* Excellent communication, interpersonal, assessment and decision-making skills

#### **SKILLS AND ASSETS**

* Excellent assessment, decision-making and problem-solving skills.
* Highly effective oral, written, and interpersonal communication skills and conflict resolution skills.
* Knowledge of anti-oppression and inclusion practices including knowledge of supporting 2SLGBTQ+ youth and creating positive, safer spaces for youth.
* Knowledge and understanding of Indigenous peoples, culture and healing practices
* Ability to establish trusting relationships with youth while maintaining appropriate professional boundaries.
* Ability to create a non-judgmental, inclusive youth-friendly environment where youth feel valued.
* Knowledge of community resources for youth and families.
* Fluency in French is an asset.
* Familiarity with the Timmins YWHO is an asset.
* Effective time management skills, with the ability to work independently and cooperatively in a busy multidisciplinary environment.
* Ability to use a computer in a Windows-based environment
* Familiarity with record-keeping software (e.g. EMHware) is an asset.
* Work well as a team member and individually
* Willingness to attend a variety of training such as diversity, equity and inclusion, nonviolent crisis intervention, anti-oppression, trauma-informed care, etc.

#### **ADDITIONAL REQUIREMENTS**

* Can work variable hours that might include evenings and weekends depending on hub operating hours and work demands
* Must be able to participate in team meetings, supervision and training sessions as required
* Ability to work respectfully and collaboratively with other staff members and community partners and abide by all Timmins YWHO policies
* Valid First Aid & CPR certificate or willingness to obtain.
* A satisfactory and current Vulnerable Sector Screening
* The Timmins Youth Wellness Hub has a mandate requiring all employees to be fully vaccinated against COVID-19.

#### **WORKING CONDITIONS**

* Working conditions are comparable to standard office conditions with minimal exposure to hazards.
* Working variable hours including evenings and weekends for a total of 35 hours per week.

#### **SALARY RANGE**

$59,000-$65,000 per year based on a 35-hour work week, plus health benefits.

**PROJECTED START DATE**

March 3, 2025

Resume and cover letter, including references list, to be submitted no later than

**9:00 AM on Monday, January 27, 2025** to:

Maegan Cooper

Intake Coordinator, Timmins Youth Wellness Hub

[maegan.cooper@ywhtimmins.ca](mailto:maegan.cooper@ywhtimmins.ca)

**Only those candidates selected for an interview will be contacted.**