



Position Summary

Position Title: Community Health Worker (Youth Outreach and Mental Health Services)

Reports to: Program Manager

Revision Date: July 2025

Summary:

The Community Health Worker (Youth Outreach and Mental Health Services) is responsible for providing community liaison, health education and promotion in addition to development, implementation, evaluation of initiatives and personal development groups.

The position has a strong emphasis on health promotion, disease prevention, and community capacity building and works within a harm reduction framework. These duties are accomplished as part of an interdisciplinary team of professionals whose objective is to provide primary health care and follow-up for clients.

Key Objectives:

1. Act as a resource to and advocate for individuals, groups and the community.
2. Provide community and individual front-line support, health education, promotion and prevention efforts.
3. Provide needs-specific health education.
4. Build individual and community capacity by articulating and advocating for health and related services.
5. Co-ordinate ongoing assessment of community needs by identifying programs and resources, gaps and opportunities to further support the community through development of networks.
6. Develop, implement, and evaluate community program initiatives.
7. Ensure appropriate comprehensive treatment is provided by maintaining complete and accurate medical records in a timely manner and participating in chart reviews and case conferences.
8. Act as an advocate for clients by providing assistance in accessing health, social service and related agencies and groups. Encourage community development by assisting individuals, groups and communities to articulate and advocate for health and related services.

Employee Initials

9. Act as part of an interdisciplinary team which assists with the development, analysis and implementation of policies and procedures to improve the delivery of primary health care services.
10. Supervise students by providing competent leadership, orientation, developing and scheduling of training and learning plans.
11. Ensure all available and required resources are in place and are used appropriately and evaluate the effectiveness of treatment/service plans.
12. Act as part of an interdisciplinary team which assists with the development, analysis and implementation of policies and procedures to improve the delivery of primary health care services.
13. Participate in chart reviews and case conferences.
14. Participating in the Integrated Community Lead (ICL) Model which includes participating in community meetings, organizing and hosting, and follow up for the ICL model for complex care needs clients.
15. Identify and manage program resources and assist with preparation of program reports.
16. Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on clients' overall progress. Attend advisory committee meetings and other community events.
17. Provide input for development of strategic plans and attend and participate in staff meetings and special projects as assigned.
18. Conduct presentations, facilitate workshops and group meetings, and participate in program planning and community initiatives.
19. Participate in, and comply with, all health and safety processes and initiatives to ensure the organization remains a safe workplace.
20. Promote the mission, vision, values and philosophy of care developed by Quest CHC.
21. Develop and maintain strong ties to other professionals and community members.
22. Work within the full scope of practice. Meet organizational quality and quantity of work standards. Comply with applicable medical directives, policies, regulations and legislation identifying any areas of non compliance.
23. Maintain and develop professional competence through training or appropriate continuing education.

Qualifications:

Education

- Completion of a college or university program in social work, health promotion or other social science or health-related discipline is required.

Experience

- 1 to 2 years' experience working with youth up to 26 years of age in a community setting within inter-disciplinary teams.
- Experience/knowledge working within a trauma-informed framework.
- Adept in family engagement strategies.
- Experience working with interdisciplinary teams is an asset.
- Experience in program development, implementation, monitoring and evaluation.

Skills and Abilities

- Awareness of, and sensitivity to, the health issues of the community.
- Ability to provide compassionate, respectful, non-judgmental and culturally competent care to the disenfranchised and primary populations
- Strong interview skills and ability to communicate effectively in English, both in writing and orally. Proficiency in other languages is an asset.
- Ability to function independently in potentially difficult situations and the ability to decide what presenting conditions are a priority.
- Ability to deal with disruptive behaviour and crisis management.
- Ability to plan and organize assigned duties.
- Ability to establish positive working relationships with multi-disciplinary team, clients and service providers.
- Ability to problem-solve and apply sound judgment.
- Proficiency in the use of computer software such as Microsoft Office and electronic medical records such as PS Suites.
- Knowledgeable with resources within the community and methods of access.

Conditions of Employment

- Valid Ontario Drivers' License, access to a reliable vehicle, and a Police Reference Check are required.
- Maintain and develop professional competency through training or appropriate continuing education.
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).
- Current certification or willingness to become certified in Non Violent Crisis Intervention (NVCi).

Physical Demands

The position requires fine motor movements and gripping, handling and/or lifting 10-25 pounds. It also requires sufficient mobility to allow sitting, standing and twisting to reach patients and equipment. The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

Working Conditions

The duties of this position are performed both inside and outside the health care centre including satellite locations and points of service. Work settings include community locations such as hospitals, homes, shelters and drop in centres where the potential for dangerous situations to occur is higher than in an office setting.

The candidate must be able to work varying work schedules, including evenings, and in multiple work locations.

We are committed to workplace equity and diversity, and encourage submissions from equity-seeking groups who identify based on ability, cultural background, race, sexual orientation and/or gender.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____