**SOUTH ESSEX COMMUNITY COUNCIL**
**POSITION DESCRIPTION**
**INTERNAL/EXTERNAL POSTING**
**JOB POSTING #2026-24**

**POSITION TITLE: Youth Worker-Family Support Worker (Ignite Academy) - Temporary Full-Time**

**POSITION SUMMARY**: Under the general supervision of the Children and Youth Services Department Coordinator, and the Ignite Academy Project Leader, the Family Support Worker will assume the following duties and responsibilities:

- Assist clients, specifically children and their families, to provide wrap-around supports and system navigation for clients attending Ignite Academy programming
- Assess client needs and provide supportive counselling from a social work perspective on areas such as family dynamics, behavioural issues, communication, etc.
- Provide clients with information and referral services
- Assist in developing and delivering outreach activities and coordinating events
- Facilitate parent engagement opportunities within program activities
- Ensure children and their families have the supports required to maintain active, meaningful participation in all programming by removing barriers
- Build trusting relationships and maintain regular communication with program participants and their families
- Assess and respond to opportunities to problem-solve and refer families to relevant community services; provide warm connections to services and follow up on referrals on individual advocacy needs as required
- Maintain client files and assist in collection of monthly statistics according to case management guidelines
- Administer client satisfaction surveys once per month
- Work in conjunction with the Department Coordinator and Ignite Academy Project Leader to ensure a team delivery approach to the sensitive needs of the clients served
- Participate in staff meetings, committees and other functions that relate to the program as assigned by the Project Leader and/or Department Coordinator
- To perform other duties as assigned.

**QUALIFICATIONS:**

- University Degree in Social Work (Bachelor's or Master's Degree), or a combination of relevant education and work experience
  **AND**
- One to three years of demonstrated experience working with children, youth and families and providing counselling on a variety of issues
- Demonstrated ability to conduct one on one assessment with a diverse client base and provide culturally competent services
- Demonstrated communication skills (verbal, written, spoken
- Computer Skills (knowledge of Microsoft Office-Word, Excel, Power Point, Outlook, Access)
- 2nd Language considered an asset

**HOURS AND SALARY:**

- 35 hours per week, flexible hours may be required depending on the needs of the program, and will include evenings to accommodate after school programming
- $29.95 per hour, Rate of pay in accordance with CUPE 4523 Collective Agreement
- Hours: 945am to 545pm - Monday to Thursday, 830am to 430pm - Friday
- This is a temporary position Beginning on January 4, ending on April 9, 2027.

**EXPECTATIONS:**

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners

- Be attentive to detail and able to meet deadliness
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**Internal/External Posting**
***Without Prejudice***

Please submit resumes by 4:30 p.m.
Friday, November 13, 2026
Jennifer Moore
jmoore@secc.on.ca
Manager of Human Resources

**PLEASE NOTE:**

*Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.*

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of all sexual orientations or gender identities.
- Accommodation is available upon request for candidates participating in any stage of the recruitment process. Please advise the Manager of Human Resources if you require accommodation.
- **Artificial Intelligence (AI) Use in Recruitment**
  South Essex Community Council (SECC) utilizes recruitment platforms, including Indeed.ca, which may incorporate artificial intelligence (AI) features. SECC may also use AI tools to assist with certain administrative aspects of the recruitment process, such as drafting job postings or developing interview questions. However, AI is not used by SECC to screen, filter, rank, or select candidates. All hiring decisions are made by SECC staff based on established hiring practices and human review.

**This is an existing vacancy*