



**Responsive, compassionate services for children, youth, and families to build better and more hopeful futures.**

***Job Posting # 25-17 (internal/external)***  
**Coordinated Service Planner – Youth Justice Program**

**About Keystone:**

Keystone Child, Youth & Family Services is a dynamic, not-for-profit organization and the designated Lead Agency for Children's Mental Health in Grey and Bruce Counties. Since 1974, we have been dedicated to supporting children, youth, and families by delivering compassionate, responsive mental health services.

At Keystone, we provide a full continuum of services, including counseling, prevention and well-being programs, short-term live-in treatment, crisis stabilization, youth justice services, and special needs programming. Our focus on coordinated access ensures that every child and youth aged 0-17 receives tailored, multi-disciplinary care to meet their unique needs.

**Purpose and Scope:**

The Coordinated Service Planner - Youth Justice program provides court support, probation-based referrals, diversion planning, and coordination of services for youth aged 12–17 involved with the Youth Criminal Justice Act (YCJA). This role focuses on case management, service navigation, and collaborative planning along with counselling support.

The role ensures youth have access to appropriate supports—whether through education, health, mental health, or community agencies—while working alongside courts, probation, and families to reduce re-offending and promote positive outcomes

**Key Accountabilities:**

This role reflects Keystone's commitment to:

- Safety & Trust: Creating emotionally and physically safe spaces where youth can engage without fear of judgment or harm.
- Relational Connection: Building strong, attuned relationships with youth, families, and partners as a foundation for change.
- Collaborative Engagement: Involving youth and families in goal setting, planning, and problem-solving.
- Skill Development: Supporting growth in emotional regulation, problem-solving, and life competencies.

- Cultural & Contextual Responsiveness: Valuing the lived experiences of youth and tailoring interventions to reflect their identities, cultures, and communities.

Through these principles, the Coordinated Service Planner - Youth Justice acts as a system navigator and supports helping youth and families access services, coordinate plans, and build the skills and connections necessary for rehabilitation and reintegration.

### **Court Support & Diversion**

- Attend Youth Justice Court sessions in Owen Sound, Walkerton, and other assigned locations with Grey and Bruce counties
- Identify youth with social-emotional and support needs early in proceedings, using trauma-informed and relationship-based approaches.
- Facilitate diversion plans in collaboration with Crown, defense, probation, and community agencies.
- Provide linkages to culturally safe community support that address youth needs.

### **Probation Referrals & Case Coordination**

- Accept and act upon referrals from probation officers for youth on probation, conditional supervision, or community release.
- Develop individualized service and support plans aligned with probation case management plans.
- Coordinate access to community-based programs, skill-building, mental health treatment and support services.

### **Section 34 Assessments**

- Coordinate required psychological, psychiatric, or medical assessments ordered under Section 34 of the YCJA.
- Gather collateral information respectfully and efficiently from youth, families or stakeholders.
- Ensure court-related timelines are met and reporting requirements are fulfilled.

### **Case Management & Support**

- Provide short-term counselling, problem-solving support, and crisis planning.
- Focus on case management, service navigation, and collaborative planning with youth and families.
- Promote skill and competency development in problem-solving, self-regulation, and decision-making.

### **Legislative, Privacy & Compliance**

- Adhere to YCJA confidentiality provisions, PHIPA, CYFSA, and Keystone's privacy and ethical practice policies.
- Ensure services align with MCCSS Youth Justice Outcomes Framework.

## **Partnerships & Community Liaison**

- Must be able to build and maintain effective relationships with justice partners, health, education, Indigenous, and community partners.
- Position is dependant on developing positive working relationships with crown attorneys, duty council, probation services and families.
- Participate in case conferences, inter-agency committees, and collaborative service planning.

## **Qualifications**

- Diploma in Child & Youth Care (CYC), Social Service Work (SSW), or related field, with several years of relevant experience.
- Strong knowledge of problem solving, crisis planning, and coordinated service planning.
- Experience in youth justice, child/youth services, or related settings.
- Familiarity with YCJA, CYFSA, PHIPA, and MCCSS service objectives.
- Skilled in case management, diversion planning, and system navigation.
- Creativity and flexibility in program planning and problem solving with community and justice partners
- Strong advocacy skills in relation to youth and families
- Ability to work collaboratively across systems while maintaining professional boundaries.
- Valid Ontario driver's licence, reliable transportation, and ability to travel throughout Grey and Bruce Counties.
- Clear vulnerable sector check.

## **Other Duties:**

The staff will be expected on occasion to become involved in activities not otherwise included in this job description. These activities include:

- Agency Committee membership
- Staff meetings
- Professional development
- Travel to offsite meetings and training events

## **Personal Attributes**

- Strong interpersonal, communication, and collaboration skills, with the ability to engage effectively with diverse families, colleagues, and community partners
- Highly organized and capable of managing multiple priorities and program logistics
- Detail-oriented with solid documentation and data management abilities
- Maintains confidentiality and adheres to privacy legislation and professional standards
- Demonstrates initiative, adaptability, and sound problem-solving in dynamic environments
- Committed to continuous learning and professional development
- Reliable, trustworthy, and positive in approach, with perseverance in supporting children, youth, and families
- Demonstrate and carry out their duties within the Framework, Philosophy and Values of

Keystone Child, Youth and Family Services.

- Committed to equity, inclusion, and culturally responsive care.
- Ability to work flexible hours, including evenings and weekends

### **Why Choose Keystone:**

- Join a dedicated and passionate team making a difference in youth mental health in Grey and Bruce Counties.
- Keystone is has just expanded Live-In Treatment Program from 7 to 13 beds to provide intensive, evidence-based care for high-acuity youth.
- In April 2025, we launched Step-Up Step-Down Services to support youth transitioning between community and inpatient care, offering stabilization and intensive treatment.
- Work in a trauma-informed environment prioritizing evidence-based practices like ARC, T-CBT, DDP, and Collaborative Problem Solving, collaborating with professionals dedicated to family strengthening and youth empowerment.
- If you're passionate about youth mental health, ready for an instrumental leadership role and want to be part of an innovative, compassionate organization, we want to hear from you!

### **What Keystone Offers:**

#### **Competitive Compensation & Benefits**

Competitive salary and comprehensive benefits, vacation, health, dental and group life insurance. Participation in the Healthcare of Ontario Pension Plan (HOOPP) for robust retirement savings.

#### **Health & Wellness Support**

Prioritize your well-being with wellness programs, mental health support through our Employee Assistance Program (EAP), and workshops.

#### **Professional Development & Growth**

Access workshops, conferences, and continuing education programs. Opportunities for advancement and strategic involvement are also available as part of our leadership team.

#### **Innovative & Collaborative Work Environment**

Join a forward-thinking organization where innovation and teamwork enhance mental health outcomes for children, youth, and families.

#### **Meaningful Impact**

Contribute to high-quality, evidence-based mental health services that make a real difference in the lives of individuals, families, and communities.

**Inclusive Employer** Keystone Child, Youth & Family Services is an equal opportunity employer committed to fostering diversity and inclusion. We encourage applications from individuals of all backgrounds to join our team and make us better.

We are dedicated to creating an accessible organization, fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during the

recruitment process, please let us know, and we will work to meet your needs. Disability-related accommodations are available upon request throughout the application process.

**EDI Vision and Mission** Every child and youth deserve equitable, culturally competent, safe, and accessible care. We are dedicated to breaking down barriers to equitable services. We actively engage with and learn from our community partners, reflecting the diversity of those we serve. Though ongoing learning and action, we champion inclusive practices across everything we do.

**Additional Information:**

Location: Home Base Owen Sound with flexibility to travel as needed

Start Date: *Immediately*

Hours of Work: 35 hours per week. Flexible hours, including evenings and weekends

Salary: in line with Collective Agreement as of April 1<sup>st</sup> 2025

A	B	C	D	E
\$33.96	\$35.72	\$37.50	\$39.28	\$41.09

Apply in writing: Cover Letter and Resume with Job ID Number and Title in the Subject Line

[KeyHR@keystonebrucegrey.com](mailto:KeyHR@keystonebrucegrey.com)

Only those applicants who are qualified and meet all criteria will be granted an interview.

Date Posted: September 5, 2025

Closing Date: Open Till Filled