



Child, Youth & Family Services

**Building Futures Together**

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

***Internal + External Job Posting # 25-31***

***1.0 FTE Service Planning Coordinator (FASD Worker)***

Minimum Qualifications:

- Bachelor's degree in Social Services, Education, Health or equivalent.
- Previous related experience is considered an asset
- Bilingual in French is an asset
- Willing to work flexible hours, including evenings.
- Driver's license and access to a vehicle

**This Role Reports to:** The Supervisor of Complex Care & Intake

GENERAL ACCOUNTABILITY:

- The Service Planning Coordinator (SPC) plays a key role in delivering Coordinated Service Planning for children and youth with multiple and/or complex special needs and their families.
- Reporting to the Supervisor of Complex Care & Intake, the SPC ensures that families receive a seamless, family-centered, culturally safe service by coordinating cross-sectoral supports, leading the development of a single Coordinated Service Plan, and monitoring progress.
- The SPC will also be responsible for managing a small caseload of children and youth with Fetal Alcohol Spectrum Disorder (FASD). This includes developing individualized service plans based on SMART goals, monitoring progress, and applying specialized knowledge of FASD and brain differences to support each client effectively.

SPECIFIC AREAS OF RESPONSIBILITY:

## **Family-Centered and Culturally Safe Practice**

- Facilitate active participation of children/youth and their families in goal setting, service planning, and decision-making.
- Deliver services in a manner that is culturally safe, inclusive, and promotes equity, anti-racism, and anti-oppression.
- Recognize and respect the family as the constant in the child/youth's life and as experts in their child's abilities and needs.

## **Coordinated Service Plan**

- Lead the development, documentation, and ongoing review of a strengths-based Coordinated Service Plan (CSP) that integrates all relevant children's services, health, and education sector supports.
- Provide services in alignment with the MCCSS tiered service model (Tier 1, Tier 2, Tier 3), ensuring service intensity and coordination match the complexity of the child/youth needs.
- Ensure CSPs meet MCCSS review requirements (annually for Tier 2, every 6 months for Tier 3) and anticipate major transitions (e.g., school entry, transition to adult services).
- Develop and maintain formal collaborative relationships with cross-sector partners, including children's services, education, and health care providers.
- Facilitate effective communication and information sharing among all service providers involved with the family, with family consent.
- Maintain up-to-date information on local services, intake processes, and waitlists to share with families and partners.

## **FASD Caseload**

- Carry a small caseload of children and youth with Fetal Alcohol Spectrum Disorder (FASD).
- Develop individualized care plans with the youth and/or family, establishing time-limited SMART goals.
- Provide supports including:
  - One-on-one work with the child/youth
  - Psychoeducation for parents/caregivers
  - Education and consultation for schools, daycare providers, and other service providers
  - Assisting families in connecting with support groups and community resources
  - Facilitating FASD assessments and diagnostics, where available
- Apply specialized knowledge of FASD and brain differences to ensure services are tailored to each child's unique needs.

### **a) Communication**

- Act as the family’s primary point of contact and facilitate clear, timely communication among Team Members.
- Advocate strongly with community partners and service providers to ensure children, youth, and families receive appropriate support and services.
- Establish and maintain professional, respectful communication with all relevant parties, including families, service providers, and internal staff.

**b) Professional Development:**

- Participate in appropriate professional development activities each year to support assigned responsibilities.
- Work with the Supervisor, Complex Care Program to identify professional development objectives and methods to achieve them.

**PERSONAL QUALITIES:**

- Strong interpersonal and communication skills.
- Ability to work independently and as part of a collaborative team.
- Initiative, reliability, and commitment to continuous learning.
- High level of integrity, trustworthiness, and professional ethics.
- Adaptability in managing a dynamic workload with competing priorities.

**HOURS OF WORK:** 35 hours per week (full-time equivalent), with flexibility for occasional evenings or weekends to meet family and program needs.

**Start Date:** **ASAP**  
**Apply with Resume to:** Human Resources to hr@kcyfs.com  
**Date Posted:** **January 13<sup>th</sup>, 2026**  
**Internal Closing Date:** **January 20<sup>th</sup>, 2026**

**Pay Scale: Per the Collective Agreement: Service Planning Coordinator/ FASD Worker Scale**

Hours/Week	A	B	C	D	E
35	\$33.96	\$35.72	\$37.50	\$39.28	\$41.09