PROGRAM (OPTIONAL)

Youth Forensic Psychiatric Services (YFPS) is mandated to provide inpatient and outpatient Court-ordered and Court-related assessment and treatment services to young persons pursuant to the Youth Criminal Justice Act as well as other relevant federal and provincial statutes. YFPS also provides services to young persons found unfit to stand trial and those youth found not criminally responsible due to a mental disorder (NCRMD), pursuant to the Criminal Code of Canada.

Services are provided through outpatient clinics and contracted service providers located throughout the province. An inpatient assessment unit (IAU), located in Burnaby provides mental health services to BYCS. Regional outpatient clinics located in Burnaby, Langley, Vancouver, Victoria, Nanaimo, Prince George, Kamloops and Kelowna service the five macro regions of the North, the Interior, Vancouver Island, South Burnaby and the Lower Mainland.

Assessment and treatment services for youth may include specialized treatment services for: youth who may have committed violent or sexual offences; youth who have offended and are experiencing mental health, behavioural, drug and/or alcohol addictions problems; and youth in custody facilities who are in need of mental health services.

PURPOSE OF POSITION

Under the direction and supervision of the Regional or Clinic Coordinator, the position is responsible for:

- Co-ordination of referrals for assessment and treatment as required
- Completion of comprehensive psycho-social assessments for Court-ordered and court-related referrals
- Provision of individual, group and family counselling to young persons and caregivers
- Liaison with mental health professionals, social service agencies, probation officers, courts, school personnel, hospitals, and other professionals to identify local resources and ensure community ability to respond to the needs of each youth who have offended, as outlined in a discharge plan; and
- Participation in educational seminars and conferences on youth who have offended for staff, community agencies and students in training for child care, social work, nursing, psychology and psychiatry.

NATURE OF WORK AND POSITION LINKS

As noted above.
### SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. **Co-ordinates referrals for assessment and treatment**
   a. Reviews referrals, ensuring that required documentation has been received
   b. Obtains collateral information, ensuring that it is brought to the attention of other clinic team members
   c. Ensures compliance with informed consent and other legal policy requirements
   d. Makes appointments with assessment team members
   e. Maintains appropriate documentation and medical records

2. **Completes comprehensive psycho-social assessments for court-ordered and court-related referrals**
   a. Reviews referral material and collateral information
   b. Interviews the young person, their parents and other caregivers and professionals involved to collect details of the youth’s social history
   c. Obtains information concerning previous assessments and involvement with other treatment resources where indicated
   d. Identifies and evaluates community resources available to support the needs of the youth who have offended and caregivers for inclusion in Court reports
   e. Participates in case conferences with other team members, communicating acquired information and providing recommendations for treatment
   f. Prepares a written comprehensive psychosocial assessment, to inform the client’s treatment plan, or for Court as may be required
   g. Liaises with other professionals and community resources involved with the youth concerning the findings of the assessment.

3. **Provides individual, family and group counselling and therapy to youth who may have offended and caregivers**
   a. Participates in integrated case management teams to develop a comprehensive treatment care plan for youths referred to any of the specialised treatment programs
   b. Arranges for the youth’s participation in individual, group and family sessions where required
   c. Acts as YFPS case manager for the youth referred for treatment
   d. Provides individual counselling to youths referred for treatment
   e. Participates as leader or co-therapist in group or family caregiver sessions
   f. Liaises and consults with professional colleagues in identifying appropriate therapeutic intervention techniques
   g. Provides clinical, case management and risk management services to Review Board clients when required and provides community case management reports to the Review Board when necessary
   h. Maintains medical records in accordance with YFPS standards
   i. Prepares progress reports in accordance with YFPS standards

4. **Liaison with mental health professionals, social service agencies, probation officers and other collaterals to provide information about the role and mandate of Youth Forensic Psychiatric Services and to ensure smooth working relationships**
   a. Provides general and specific information upon request about the Youth Forensic Psychiatric Services programs, criteria for referral, length and availability of treatment and waiting period, if any.
   b. Participates in meetings to resolve conflicts when required
   c. Participates in conferences, seminars and other meetings regarding the care and management of high risk youth and related social issues
   d. Participates in orientation and other in-service training programs to assist staff in the understanding individual, family and community dynamics
   e. Identifies available community resources and addresses gaps in service

5. **Performs other duties**
   a. Participates in training courses to improve skill and knowledge
   b. Provides supervision to social work students as required
   c. Drives vehicle to attend meetings with clients, other community agencies, etc.

### FINANCIAL RESPONSIBILITY

No financial responsibility.

### DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

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<table>
<thead>
<tr>
<th>Role</th>
<th># of Regular FTE's</th>
<th># of Auxiliary FTE's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly supervises staff</td>
<td></td>
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<tr>
<td>Supervises staff through subordinate supervisors</td>
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**PROJECT / TEAM LEADERSHIP OR TRAINING** (Check the appropriate boxes)

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<thead>
<tr>
<th>Role</th>
<th># of FTE's</th>
<th>Role</th>
<th># of FTE's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises students or volunteers</td>
<td>☑</td>
<td>Provides formal training to other staff</td>
<td>☐</td>
</tr>
<tr>
<td>Lead project teams</td>
<td>☐</td>
<td>Assigns, monitors and examines the work of staff</td>
<td></td>
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</tbody>
</table>

**SPECIAL REQUIREMENTS**


**TOOLS / EQUIPMENT**


**WORKING CONDITIONS**

May be required to work in close proximity to potentially aggressive, violent or otherwise unpredictable youth.

**WORK EXAMPLES**


**COMMENTS**


**PREPARED BY**

NAME: 
DATE:

**EXCLUDED MANAGER AUTHORIZATION**

I confirm that:

1. The accountabilities / deliverables were assigned to this position effective: February 28, 2008.
2. The information in this position description reflects the actual work performed.
3. A copy has / will be provided to the incumbent(s).

NAME: 
SIGNATURE: 
DATE:

André Picard
ORGANIZATION CHART

Deputy Minister
   Assistant Deputy Minister
      Senior Executive Director
         Director YFPS or Assistant Director (Business Leads)
            Area Manager BL or Regional Manager, SPO R30
               Clinic Coordinator, SPO N27

         Psychiatric Social Worker, SPO N25

SELECTION CRITERIA

Education:
MSW preferred; or equivalent education and training (e.g. M.Ed (Counselling) and MA (Clinical Psychology) or comparable graduate degree at the Master’s level).

Experience:
Minimum of two years of relevant clinical experience working within an adolescent mental health environment. Preference will be given for recent adolescent forensic mental health experience including responsibility for providing a wide range of outpatient oriented assessment and treatment services.

NOTE: Successful MSW prepared candidates are required to seek and obtain clinical registration with the Board of Registration for Social Workers (BRSW) within 6 months of having completed the required 3000 hours of supervised clinical practice.

COMPETENCIES

Demonstrates:
- Service Orientation
- Results Focused
- Teamwork and Cooperation
- An awareness of cultural and socio-economics variables effecting clients and the ability to modify own practices to address these individual differences.
- Understanding and application of the theory of psychiatric social work to plan and review case work files for a full range of social work services for youth who have offended, referred to Youth Forensic Psychiatric Services by court-order or by Probation Services.

KNOWLEDGE:

This position requires:
- An in-depth knowledge of developmental theories, family and social dynamics, treatment and behaviour management modalities
- A sound knowledge of service delivery methods for youth who have offended
- Working knowledge of the youth justice system, and relevant legislation

SKILLS AND ABILITIES

- An ability to prepare comprehensive written psychosocial assessments for the Youth Courts and other referral agents
- Demonstrable skills in providing treatment (individual, group, and family)
- Able to work well with other professionals in a multidisciplinary setting
JOB DESCRIPTION CERTIFICATION

This job description is an accurate statement of the position’s assigned duties, responsibilities, and reporting relationships.

__________________  ____________________  ________________
Supervisor’s signature  Print Name  Date

I have read this job description:

__________________  ____________________  ________________
Incumbent’s signature  Print Name  Date