



## Employment Opportunity

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**Position:** Manager of Youth and Caregiver Engagement

**Position Type:** Full Time

**Employment Terms:** Permanent

**Compensation:** Competitive Non-Profit Sector wages and compensation package, including a health and dental program, employer-matched pension, flexible work schedule and four weeks' annual vacation.

**Position Location:** JHSS Regina office, working remotely will be considered. Travel will be required as part of this position, at times last-minute or extended.

**Application Process:** Email resume and cover letter to HR Recruitment at [HR@sk.johnhoward.ca](mailto:HR@sk.johnhoward.ca)

**Apply By:** 3:00 pm (CST), February 24<sup>th</sup>, 2023

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**BACKGROUND:** Integrated Youth Services is a national and international movement, aimed at transforming how youth, ages 12 to 25, and their families find and access the resources, services, and supports they need.

Integrated Youth Services (IYS) offers a one-stop centre in the community, providing rapid access to quality, evidence-based, integrated, culturally safe, youth-targeted services and supports, with a focus on prevention and early intervention.

Integrated Youth Services offers a range of core services that include, but are not limited to, the following key supports:

- mental health and substance misuse services;
- primary care, sexual health, and harm reduction services;
- education, employment, and training supports;
- social and community services;
- youth and family peer support; and
- other services as identified by community need.

The John Howard Society of Saskatchewan has been selected to lead Integrated Youth Services (IYS) as the Backbone organization in Saskatchewan. The Backbone organization is responsible for implementing a consistent and comprehensive provincial IYS model, as well as establishing and fostering collective and strategic partnerships. It is also responsible for providing leadership, provincial direction, and ongoing support for long-term operation of a minimum of three physical IYS sites in Saskatchewan in addition to virtual services.

**JOB SUMMARY:** The John Howard Society of Saskatchewan is seeking an experienced Manager of Youth and Caregiver Engagement to join our IYS Backbone Team. As a member of the Backbone Team, the Manager will utilize their own skills, knowledge and lived experience to engage with youth and their

February 10, 2023



## Employment Opportunity

caregivers through out Saskatchewan. This position will also help coordinate and co-facilitate the provincial Youth Co-Design Table, a committee of youth who will help guide the implementation and delivery of IYS in the province.

**DUTIES:** Reporting to the Director of IYS and working closely with IYS Backbone Team and the Youth Co-Design Table, the responsibilities of this position will include the following:

- Develop and implement a provincial approach to engagement of youth and caregivers, utilizing the principles of Integrated Youth Services.
- Establish, coordinate and provide ongoing support to provincial advisory tables, including a Youth Co-Design Table of youth ambassadors from across the province to guide the development of projects and initiatives that align with the strategic direction and overall vision of IYS in Saskatchewan.
- Assist in the initial and ongoing recruitment, onboarding, application and selection processes and coordination the arrangement of meetings, learning opportunities, travel, honorarium payments and other logistics for these tables.
- Facilitate collaboration within and between youth and caregivers, advisory tables and members, and other stakeholders as appropriate.
- Facilitate meaningful youth and caregiver engagement and the co-creation of opportunities for youth to expand their skills and knowledge to thrive as young leaders and advocates in their communities.
- Establish mentors or allies for youth and caregivers engaged in provincial, regional or local tables, as well as mentorship or allyship opportunities for youth and caregivers where appropriate.
- Advocate for, support the advancement of, and facilitate the co-designing of provincial, regional or local youth engagement projects, initiatives, services and supports related to the IYS initiative while ensuring lived-experience and youth perspective informs processes. This may include but is not limited to the development and operation of Integrated Youth Service sites, in-person and virtual service offerings, campaigns, research efforts, and other related projects and initiatives.
- Work with the JHSS Backbone team and IYS sites to ensure all IYS materials, documents and platforms accurately represent a youth/lived experience perspective.
- Support content development of JHSS' online platforms for the IYS Initiative, including providing feedback and consultation; support the creation of social media and/or public awareness campaigns; and work in partnership to ensure broad reach to target audience.
- Engage in research initiatives, remain current in existing and emerging practices, trends and approaches to youth and caregiver engagement, review existing and new peer programs, service offerings and initiatives from relevant external organizations, including across the pan-Canadian IYS network, and provide key recommendations for quality improvement and innovation.
- Perform other related duties as assigned.

February 10, 2023



## Employment Opportunity

### **KNOWLEDGE, SKILLS, ASSETS:**

- Demonstrated ability to work with diverse populations and to recognize and respond appropriately to the needs of youth and their caregivers.
- Understanding of the value of engagement, co-design and meaningful involvement.
- Understanding of social media and its utilization.
- Skilled in facilitating stakeholder led-initiatives.
- Ability to communicate effectively.
- Ability to work both independently and collaboratively as a member of a team.
- Ability to take initiative in co-developing solutions.
- Excellent interpersonal skills and ability to work with individuals at all levels of the organization.
- Strong time- and project-management skills, with an ability to effectively respond to complex and competing priorities in a large-scale, collaborative initiative.

### **QUALIFICATIONS:**

- Diploma or degree in a relevant field and at least two (2) years' experience engaging and/or co-designing with youth and their caregivers, or an equivalent combination of education, training and experience.
- Experience speaking at public events is an asset.

**JHSS WORKPLACE CULTURE & ACCOUNTABILITIES:** As part of the JHSS Leadership Team, the successful candidate will be responsible for the following:

- Cultivating a positive workplace culture and contributing to JHSS's goal of being an employer of choice among Saskatchewan non-profits.
- Promoting excellent communication and unity between programs, locations, and our provincial office.
- Assisting in the training and empowerment of frontline leaders to have more control over program budgets, staffing, reporting, and deliverables.
- Work with JHSS's Leadership Team to ensure that all Employee Success Plans align with JHSS's Strategic Plan.
- Work with JHSS's Leadership Team to analyze, develop, and implement consistent operational processes and procedures that align with JHSS's mission, vision, values, and strategic plan.

**ADDITIONAL INFORMATION:** The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position.

February 10, 2023