

## Job posting, External

<b>Job title:</b>	<b>Youth Program Worker, Sankofa</b>
<b>Classification:</b>	<b>C</b>
<b>Compensation:</b>	<b>\$22.76 per hour plus benefit package</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Reports to:</b>	<b>Manager, Community Services</b>
<b>Posting Date:</b>	<b>June 10, 2022</b>
<b>Reference Number:</b>	<b>CLU-2022-18</b>
<b>Deadline to apply:</b>	<b>June 20, 2022, 5pm</b>

To apply, submit your cover letter and resume by email to the **Executive Assistant** at [jobs@culturelink.ca](mailto:jobs@culturelink.ca), quoting the reference number. CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity.**

**This is a bargaining unit position.**

### Job Summary:

CultureLink's Sankofa programs serve newcomer, out-of-status, racialized, LGBTQIA+ and/or underserved youth, 13-29 of age, to support the healthy and positive development of participants. The Youth Worker is responsible for recruiting participants, implementing weekly group activities in partnership with other agencies, carrying out one-on-one sessions with clients and developing marketing materials and content for the program blog and website. The Youth Worker also supports the Global Roots Garden program which matches youth volunteers with seniors to maintain community gardens.

Under conditions of the COVID-19 pandemic, program delivery is primarily remote. The Youth Worker must be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate using technology and online tools. When conditions permit, the Youth Worker works out of a shared office space and travels to other locations on an itinerant basis. Maintaining positive relationships with partners and CultureLink colleagues is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide initiatives.

### Duties:

- Review client background information, interview clients to obtain case history and prepare intake reports
- Refer clients to other social services or assist clients in locating and utilizing community resources including legal, medical and financial assistance, housing, employment, transportation, day care and other services
- Organize registration of participants for group activities, prepare programs and promotional material, and publicize events
- Implement workshops and programs, including a new program focused on LGBTQIA+ newcomers (lesbian, gay, bisexual, transgender, queer, intersex, asexual, plus other gender identifies or sexual orientations not included in this acronym)
- Coordinate with community partners

- Coordinate youth volunteers
- Maintain program statistics
- May supervise placement students and volunteers
- Other duties as assigned

#### **Required Work Capacities:**

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg)
- Non-physical demands: occasional deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, with clients and with colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

#### **Qualifications:**

- Post-secondary program or degree in a relevant field or a combination of equivalent experience and education
- Two years of community work experience
- Satisfactory Vulnerable Sector Screening within the past six months
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Fluency in languages other than English is an asset