

Job posting, External

Job title:	Youth Worker, Children and Youth Settlement Services – Ukrainian-speaking
Classification:	C, Short Term Project Worker
Compensation:	\$22.76
Hours:	35 hours per week
Start Date:	ASAP to March 31, 2023, with possibility of extension
Reports to:	Manager, Community Services
Posting Date:	July 13, 2022
Reference Number:	CLU-2022-21
Deadline to apply:	July 20, 2022 by 5pm.

To apply, submit your cover letter and resume by email to the **Executive Assistant** at 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:

The Children and Youth Settlement Services program facilitates the settlement and successful integration of newcomer children age 6-11 and newcomer youth age 12-24 through five types of services: Needs Assessment services and Settlement Plans; weekly artistic and/or recreational activities; field trips; English Conversation Circles to support official language learning, civic engagement and volunteerism; and one-on-one and blended supports towards increasing employability and eliminating barriers to employment for newcomer/refugee youth. The Youth Worker plans, implements and reports on the activities of the Program, with a particular focus on the needs of recently arrived Ukrainian refugees.

In-person work will be required, depending on public health conditions. The Youth Worker must also be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate in virtual programs using technology and online tools. Some work on weekday evenings will be required.

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:

- Assess clients' relevant skill strengths and needs
- 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
- Deliver after-school activities
- Maintain program statistics and complete monthly reports
- 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); ability to lead to sports and recreation activities
- Non-physical demands: occasional deadlines; evening work; 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 field relevant to human services, or a combination of equivalent experience and education
- One year community work experience
- Strong oral and written communication skills in English
- Satisfactory Vulnerable Sector Screening within the past six months
- Facility using digital outreach tools and social media (i.e. Instagram, Facebook, Twitter)
- Competency in Word, Excel, Outlook, and Internet
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Fluency in Ukrainian language is a must