

Job posting, External

Job title:	Program Worker, Youth Violence Prevention Project
Classification:	A, Short Term Project Worker
Compensation:	27.01
Hours:	35 hours per week
Start / End Date:	September 29, 2022 – July 31, 2023
Reports to:	Manager, Community Services
Posting Date:	August 31, 2022
Reference Number:	CLU-2022-26
Deadline to apply:	September 12, 5:00 pm

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:

CultureLink's Youth Violence Prevention project aims to decrease the number of youth involved in serious crime and violence. The wraparound program is focused on newcomer, Black and Latino and out-of-status youth ages 12-20, in Central Etobicoke (East Mall/West Mall). The Program Worker is responsible for recruiting youth participants, implementing weekly group activities, and carrying out one-on-one sessions with clients.

In-person work at one or more sites will be required, depending on public health conditions. The Program 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.

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
- Assess clients' relevant skill strengths and needs
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance
- 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
- Meet with clients to assess their progress, give support and discuss any difficulties or problems
- Recruit, train and co-ordinate volunteer mentors
- Maintain program statistics; collaborate with project evaluators
- 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 social service work, criminal justice or a combination of equivalent experience and education
- Three years of community work experience working directly with youth most vulnerable to crime
- 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
- Fluency in Spanish or Somali are a strong asset
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19