

Job posting, External Program Worker, Youth Employment and Skills Strategy

Job title:	Program Worker, YESS
Classification:	A – Short Term Project Worker
Salary:	\$27.01 – 28.66 per hour
Hours:	35 hours per week
Start / End Date:	September 19 - March 31, 2023
Reports to:	Business Relations Specialist
Posting Date:	September 12, 2022
Reference Number:	CLU-2022-29
Deadline to apply:	September 19, 2022 at 5:00 p.m.

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 of 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:

Youth Employment Skills Strategy (YESS) will provide employment related settlement services for youth ages 15-30. In collaboration with the Youth Program team, the Program Worker will provide services including promotion and outreach, needs assessment and referrals, information & orientation, employment related workshop, individual coaching, job placement support, job retention support, facilitating and monitoring mentoring matches.

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

- Develop promotional material, conduct outreach and promotion of program to recruit participants
- Assess individuals' skills, strengths and needs to develop employment focused action plans
- Deliver information and orientation sessions, provide appropriate information and referrals
- Develop and deliver workshops on employment related topics including, but not limited to; skill assessment, career planning, job search tools, interview preparation
- Provide individual coaching, employment counselling, case management and follow up support
- Identify and refer clients for appropriate employment related supports including work placements

- Provide ongoing coaching support to ensure successful placements, hiring and job retention
- Work in collaboration with team to hold networking, employer focused and mentoring events
- Recruit, orient mentors, facilitate and monitor group/individual mentoring matches
- Ensure all program related information is tracked, in agency and funder database, compiling statistics and submitting reports as required
- Identify guest speakers, additional resources for program enhancement and coordinate interventions
- Collect client testimonials, success stories, in an ongoing basis
- Participate in program evaluation and other related activities
- Any other duties as required

Required Competencies

- Physical demands: sitting at a desk and using a computer for 70% of the workday; lifting (files, laptop and program supplies up to 5kg)
- Non-physical demands: some evening work and travel to off-site locations for programs is required; occasional deadlines; variety of tasks
- Social/Emotional demands: teamwork; relationship/network-building; working close with clients and co-workers
- Cognitive/mental demands: attention to detail; multitasking; organizational ability/time management, adaptability, sound judgement

Qualifications

- Post-secondary or degree in a field relevant to human services, or a combination of equivalent experience
- Certification in career counselling/employment counselling an asset
- Minimum three years experience in the employment services sector, preferably with newcomers/newcomer youth
- Strong group facilitation and presentation skills
- Excellent oral and written communication skills
- Sensitivity and understanding of newcomer issues, specifically issues faced by newcomer youth preferred
- Competency in MS Office, and using digital outreach tools and social media (i.e. Instagram, Facebook, Twitter)
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Satisfactory Vulnerable Sector Screening within the past six months