

POSTING

NEWCOMER YOUTH WORKER

Temporary Part Time (14 hours per week) - Until March 31, 2019

Community Connections Program

Newcomer Youth Worker develops, plans, and delivers Summer Camps, Support Groups, and Youth related Activities that cater to newcomer immigrant/refugee youth; supervises and ensures the safety of youth participants

KEY DUTIES AND RESPONSIBILITIES

1. Adhere to Policies and Standards as established in OCS Policy and Program Manuals, OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, funder expectations and COA standards
2. Understand and achieve Contract Deliverables:
 - a) Adopt creative strategies and establish appropriate community partnerships to reach/recruit newcomer youth and to provide orientation to newcomer youth, if applicable
 - b) Conduct Newcomer Youth eligibility assessment and intake process and work collaboratively with Settlement Worker(s) to develop and follow-up on Newcomer Youth Settlement Plans
 - c) Establish a positive rapport and working relationship with Newcomer Youth and engage them in activities that encourage them to connect to the broader community
 - d) Establish appropriate linkages to other Service Providers to facilitate referrals and to ensure a coordinated support system for Newcomer Youth
 - e) Record, maintain, and report **client data** and **information** through relevant Forms, OCMS and iCare databases; complete all required/assigned Reports
 - f) Develop program-relevant reference and resource materials as needed
 - g) Promote the development of inclusive communities and support/participate in community forums/initiatives/meetings as assigned
 - h) Utilize marketing resources to **promote** activities and disseminate information that is consistent to IS Marketing and Communications Plan
3. Work collaboratively with Settlement Workers to promote and recruit youth participants for Summer Camps, Support Groups, or Youth Activities
4. Plan, organize, implement and supervise Summer Camps, Support Groups, or Youth Activities designed to meet the needs of Newcomer Youth
5. Ensure Summer Camps, Support Groups, or Youth Activities include skills-building, community and social connections outcomes designed to enhance self-esteem, self-confidence, and peer relationship-building
6. Establish a positive rapport and working relationship with Newcomer Youth and their parents/guardians while modeling positive and appropriate behavior

NOTE: Applicants not selected for an interview will not necessarily be notified.

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7. Work closely with Volunteer Support Worker to recruit, train, and supervise Volunteers
8. Create a fun, healthy, and safe environment; set clear ground rules and expectations for Summer Camps, Support Groups, or Youth Activities participants and volunteers
9. Ensure Summer Camps, Support Groups, or Youth Activities are designed to meet Funding Objectives, Goals, Outcomes, and Outputs
10. Ensure Summer Camps, Support Groups, or Youth Activities expenses incurred are in accordance to Program Budget
11. Ensure Reporting Expectations are met
12. Liaise with Community Partners, OCS staff and volunteers in a positive manner. Create and promote mutually beneficial and positive working relationships where appropriate
13. Make recommendations with regard to future development of Summer Camps, Support Groups, or Youth Activities
14. Contribute to PQI and Strategic Directions/Goals of Immigrant Services and being proactive in identifying areas for improvement, sector trends, potential partnerships, etc.
15. Represent OCS and participate in outreach activities/special events as required
16. Participate in meetings and training opportunities
17. Other administrative duties as required, including photocopying/faxing, taking meeting minutes, filing, room set-up/clearing for meetings and activities, etc.
18. Follow written and verbal directives from Program Manager and/or Senior Manager, Executive Director or designate
19. Perform other related duties as required

QUALIFICATIONS

Education, Training and Experience:

- Post-Secondary Education/Certificate in Youth-related and/or Social Sciences from a recognized educational institution
- Experience working with newcomer immigrant and refugee youth
- Class 5 Driver's License and reliable vehicle an asset
- Current Level 1 First Aid certificate an asset

Job Skills and Abilities:

- Demonstrated English language proficiency in written, oral and interpersonal communication skills
- Additional language skills relevant to populations served is an asset
- Understanding of social service programming and resources, multiculturalism and immigrant/refugee issues
- Ability to work independently with minimum supervision
- Working knowledge of settlement services, especially knowledge of issues facing immigrant and refugee youth
- Working knowledge of and demonstrated ability to develop and deliver Summer Camp and/or Support Groups programming
- Strong multi-tasking, organizational, and time management skills
- Ability to adopt problem-solving and strength-based approach to managing youth group dynamics

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- Ability to identify sensitive issues and maintain confidentiality
 - Strong communication, interpersonal/relationship-building intercultural competency, as well as crisis intervention, conflict resolution, critical thinking, and problem solving skills/techniques
 - Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, database, internet/email, scanning skills
 - Ability to work in a fast-paced, multicultural and diverse environment
 - Ability to work independently, set priorities, manage multiple tasks and meet deadlines
 - Flexibility and willingness to work outside of regular work hours
 - Good team work and strong work ethics
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting [December 4, 2018] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Cindy Lee, Program Manager
Options Community Services Society

Email: cindy.lee@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21231] and outlining your qualifications and related experience for the position. Please attach your TESL Certificate to your resume.

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