

POSTING

NEWCOMER YOUTH WORKER

Permanent Part Time (21 hours per week)

Community Connections Program

The Newcomer Youth Worker will plan, develop and facilitate Youth Support Groups/Youth Activities, as well as supervise and ensure the safety of youth participants.

KEY DUTIES AND RESPONSIBILITIES

- Adhere to Options Community Services Society (OCS) policies, procedures, standards, and practices, as established in OCS Policy and Program Manuals, Health and Safety Guidelines, Job Description, Written Memos and Verbal Agreements
- Work collaboratively with Settlement Workers to promote and recruit youth participants for Support Groups or Youth Activities
- Plan, organize, implement and supervise Support Groups or Youth Activities designed to meet the needs of Newcomer Youth
- Ensure Support Groups or Youth Activities include skills-building, community and social connections outcomes designed to enhance self-esteem, self-confidence, and peer relationship-building
- Establish a positive rapport and working relationship with Newcomer Youth and their parents/guardians while modeling positive and appropriate behavior
- Work closely with Volunteer Support Worker to recruit, train, and supervise Youth Volunteers
- Create a fun, healthy, and safe environment; set clear ground rules and expectations for Support Groups or Youth Activities participants and volunteers
- Ensure that Support Groups or Youth Activities are designed to meet Funding Objectives, Goals, Outcomes, and Outputs
- Ensure that Support Groups or Youth Activities expenses incurred are in accordance to Program Budget
- Ensure that Reporting Expectations are met
- Liaise with Community Partners and OCS staff in a positive manner. Create and promote mutually beneficial and positive working relationships where appropriate
- Make recommendations with regard to future development of Support Groups or Youth Activities
- Perform other related duties as required/directed and follow written/verbal directives from Immediate Supervisor and/or Senior Manager

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

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 12/23/2019

OCS Posting #A21491

QUALIFICATIONS

Education, Training, and Experience:

- Post-Secondary Education/Certificate in Youth-related and/or Social Sciences from a recognized educational institution (e.g. Public Health, Gender Studies, Social Work) is an asset
- A combination of training and experience in the areas of violence prevention and working with immigrants, refugees and visible minorities

Job Skills and Abilities:

- Demonstrated English language proficiency in written, oral and interpersonal communication skills
- 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 youth programming as well as excellent workshop facilitation skills
- Strong multi-tasking, organizational, and time management skills
- Demonstrated effectiveness as part of a staff team
- Ability to adopt problem-solving and strength-based approach to managing youth group dynamics
- Ability to work independently, set priorities, manage multiple tasks and meet tight deadlines
- Ability to identify sensitive issues and maintain confidentiality
- Second Language an asset
- Crisis Line experience an asset

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

CLOSING DATE:

Resumes will be reviewed starting December 30, 2019 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 [#A21491] and outlining your qualifications and related experience for the position.

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