

We're Hiring!



YOUTH EMPLOYMENT ADVISOR

Posting Requisition	22298	Program	<i>Youth Employment Skills Strategy (YESS)</i>
Job Type	<i>Temporary, Full-time until March 31, 2024</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

Youth Employment Advisor provides practical, professional, and social support to newcomer and refugee job seekers ages 15 - 30 years old with a special emphasis placed on leadership, well-being and readiness skills for youth and young women using a case management approach. By focusing on pre-employment training, utilizing current trends in job search strategies, and understanding present labour market assets and barriers, the Youth Employment Advisor will co-create client-centred pathways to reach successful employment outcomes. Skilled in both one-on-one and group facilitation, responsive to the unique needs of newcomer youth and experienced in creative networking to cultivate and strengthen appropriate community partnerships are foundational to success in this role.

ACCOUNTABILITIES

- Participant Onboarding and Case Management: Conduct client eligibility assessment and oversee intake process.
- Record, maintain, and report client data and information through relevant forms, OCMS and iCare databases; complete all required/assigned reports in a timely manner. Establish a positive rapport and working relationship with clients and engage them in activities that encourage them to connect to the broader community.
- Skill Development: Work one-on-one with participants to support and strengthen employment marketability including targeted resumes, cover letters, interviews, and professional networking.
- Coaching & Training: Organize, develop, promote and facilitate group-based skills training designed to meet the needs of multilingual job seekers. Create group-based learning spaces, track attendance and monitor progress of participants.
- Provide individualized service and other supports by conducting formal needs assessments, identifying and addressing barriers preventing clients from achieving their employment goals and providing referrals to appropriate community resources.
- Partnership Development: Adopt creative strategies to cultivate meaningful community partnerships to reach client target populations, facilitate referrals, and provide up-to-date information and orientation sessions to attract clients for successful recruitment and program participation.
- Labour Market Research: Maintain up-to-date information on Labour Market trends and Employment Resources; build a strong working relationship and establish referral processes with WorkBC and Employment training service providers.
- Performs other duties, as required.

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QUALIFICATIONS

Education, Training, and Experience:

- Bachelors degree in social services or a relevant combination of education and experience in the delivery of employment-related training and skills development in a related field.
- Career Development Practitioner Certificate from an accredited college or equivalent combination of education and experience within the employment field.
- Experience working in the employment field, with newcomers, vulnerable population or labour market-related settlement services.
- Class 5 Driver's License and reliable vehicle an asset.
- Current Level 1 First Aid certificate an asset.
- Experience conducting & interpreting client needs assessments.
- Experience working with a Case Management framework.

Skills and Abilities:

- Proficient verbal and written knowledge of English. A second language will be an asset.
- Aware of needs and issues/challenges related to immigrant/refugee/newcomer settlement needs in Surrey and Delta.
- Well-developed group and one-to-one facilitation skills - knowledgeable of small group dynamics and fostering safe learning spaces for diverse participants.
- Advanced digital literacy and Microsoft Office knowledge/experience including G-Suite, MS Office, MC PowerPoint, MS Excel spreadsheet, database and navigating the internet.
- Highly developed resume writing/editing skills with excellent knowledge of current resume trends.
- Proven experience in designing and developing workshops for job seekers via classroom and virtual settings.
- Knowledge of Government (Immigration, Express Entry, Provincial Nomination Program, etc.) and Community Resources/Services.
- Comprehensive understanding of the career/employment needs of a range of newcomers, from skilled professionals to the needs of multi-barrier/vulnerable clients with a particular focus on youth ages 15-30.
- Demonstrated knowledge of Provincial Employment Standards, Canadian work culture and job market, National Occupational Classification, designations/training, accreditation and transition, and the Canadian Legal System, laws and public policy pertaining to service population(s)
- Experience in motivating and supporting participants in job search skills/tools, including interview skills, self-marketing, resume writing, etc.
- Ability to identify and access community services and resources related to multilingual/multicultural job seekers.
- Exceptional communication and listening skills to ensure diverse, multicultural participants feel respected, heard and supported.
- Strong interpersonal and conflict-management skills when handling difficult or unexpected situations in the workplace as well as navigating complex program, systemic or operational challenges.
- Organized and comfortable working in a multi-tasked, fast-paced multicultural environment.
- Ability to identify sensitive issues and maintain confidentiality, fostering a respectful, inclusive workplace committed to cultural, gender and lifestyle diversity.
- Strong understanding of social service programming and resources, multiculturalism, and immigrant and refugee issues.
- Flexible and committed to working as part of a healthy, cohesive team committed to achieving sustainable outcomes and targets.

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SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Jenny Lam, Senior Manager, Immigrant Services

Options Community Services Society

Email: jenny.lam@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22298] and outlining your qualifications and related experience for the position.