



Elmwood Community Resource Centre

Position: Youth Employment Outreach Coordinator

Job Status: Full time (37.5 hrs per week) with comprehensive benefit

Salary Range: compensation commensurate with education and experience

Closing Date: July 9th, 2018

Start Date: **July 23rd, 2018**

As Part of our Elmwood Youth Employment Experience (EYEE), the **Youth Employment Outreach Coordinator (YEOC)** will provide support to youth/individual between the age of 18-30 years old with employability skills that will lead to paid employment or promote a return to school to complete education. The YEOC will provide up to 60 youth with intensive case management support linking participants to internal and external resources that build on their goals to succeed at securing sustainable employment. The YEOC will provide one on one, on-hands support and in-class employment sessions as seen fit under the direction and supervision of the Operation Manager.

Qualifications

- Post-secondary degree or certificate in the social services field or equivalent combination of education and experience.
- Experience providing crisis counseling, psycho-social support to individual who are faced with employment barriers
- Experience in the development, organization, and facilitation of Employment program for youth;
- Experience working in a community based setting in the Inner-city of Winnipeg
- Ability to follow direction and make decisions within the parameters of the job
- Ability to work flexibly in a high stress environment, adapting to the needs of the group/participant which depends on reliable, open-minded, flexible and team oriented individuals to provide youth with what they need on their journey to better their lives.
- Knowledge of the resources available in the community to individual experiencing barriers to employment, homelessness, violence, and/or addictions.
- Strong organizational, planning, and time management skills
- Satisfactory Criminal Record and Child Abuse Registry Check
- A valid driver's licence and a vehicle is a requirement.

Responsibilities

- Develop and facilitate workshop on job search, interview skills and techniques, workplace culture;
- Develop and coordinate weekly youth leadership classes
- Conduct an Intake Assessment to assess participants employment history, educational background, personal skill sets and goals; case history and background information;

- Assist participants to develop SMART Goals and action plans while providing support;
- Assist participants in accessing and connecting to community resources;
- Meet with participants on a regular basis to assess their employment search progress, give support and discuss any difficulties or problems;
- Assist in evaluating the effectiveness of programs by tracking participants' behavioral changes and responses to intervention;
- Contact individuals, groups, businesses and agencies through phone calls, letters or in-person visits to recruit businesses interested in being involved in the program.
- Develop, implement and maintain a recruitment plan for employers or business prospects.
- Prepare monthly reports and documentation to fulfill funding obligations;
- Develop and distribute promotional materials, give presentations and orientations about the EYEE program;
- Maintain and update employment database options for future placements
- Co-ordinate suitable off-site visits and guest speakers for participants
- Participate in staff meeting and team meetings
- Required to work one evening shift per week.

Comprehensive Benefits:

Health and Dental - Long-Term Disability - Life Insurance - Employee Assistance Program – Professional Development – Paid Wellness days.

Submit Resumes and a cover letter to:

Mark Stine
Operation Manager
Elmwood Community Resource Centre
545 Watt St /Winnipeg, MB R2K 2S2
Fax: 204-982-1723
E-mail: jobs@elmwoodcrc.ca

*Only successful applicants will be contacted to schedule interview times.