



Position: Youth Employment Community Outreach

Job Status: Full time (37.5 hours/week)

Salary Range: Compensation commensurate with education and experience

Closing Date: April 27th, 2021

Start Date: **As soon as possible**

The **Youth Employment Community Outreach** will provide support to youth/individuals 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 Youth Employment Community Outreach will collaborate and work under the direction and supervision of the Employment and Training Lead Coordinator.

Qualifications

- Post-secondary degree or certificate in the social services field or equivalent combination of education and experience.
- Experience providing psycho-social and advocacy support to individuals 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 individuals 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 license and a vehicle is a requirement.

Responsibilities

- Provide youth with intensive case management support linking participants to internal and external resources that build on their goals to succeed at securing sustainable employment.
- Assist clients with job readiness skills, job search strategies, writing résumés, and preparing for job interviews
- Assist clients to set out SMART Goals and develop plans of action while providing necessary Employment support and assistance;
- Assist participants in accessing community resources that will help meet their basic needs including legal, medical, financial assistance, housing, employment, transportation, assistance with moves, daycare, and other referral services (during

the time with the employment program, as well as for 3 months after they have left the program);

- Meet with participants to assess their progress, give support and discuss any difficulties or problems;
- Secure guest speakers, knowledge keepers, and elders to share their teaching with the program on a weekly basis
- Develop and distribute promotional materials, give presentations and orientations about the EYEE program;
- Establish and maintain a network of contacts with community resource programs, school divisions, training institutions, and other government programs and services
- Maintain and update employment database options for future placements
- Prepare monthly reports and documentation to fulfill funding obligations;
- Participate in a staff meeting and team meetings
- Required to work one evening shift per week.

Additional Benefit:

- Regular hours of work will be at the ECRC office between 9:00 am – 5:00 pm Monday to Friday, however, the schedule is flexible to accommodate meetings and occasional travel within Winnipeg.
- After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as RRSP contributions of up to 2% of the employee's gross salary and 3 weeks of vacation days.

Submit Resume and a cover letter to:

Subject line: Youth Employment Community Outreach

Mark Stine

Operation Manager

Elmwood Community Resource Centre

E-mail: mstine@elmwoodcrc.ca

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