

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2022-199

POSITION TITLE: Youth Job Connection – Employment Advisor / Facilitator	
DEPARTMENT: Youth Job Connection, Employment Services	STATUS: Temporary Full-time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: ASAP for 3 months, or the return of the incumbent
REPORT TO: Coordinator, Youth Job Connection	HOURLY RATE: \$27.55
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Youth Job Connection Employment Advisor/Facilitator has two areas of responsibility. Intake, assess, provide individual guidance, referral, and information support, both internally and externally, case-management services and to develop and facilitate the 60-90 hours of pre-employment training (PET) over a two to three-week period (PET can be a combination of in person or hybrid) to a group of 12 youth in preparation for employment component of the program.

MAJOR DUTIES:

- Conduct intakes and assessments of youth's skills and abilities, employment interests, potential and challenges to finding and maintaining employment to determine their employability needs and appropriate level of service required.
- Develop a "Service Plan" to determine the level of support required to meet their vocational or educational goals.
- Clarify employment, training and/or career goals by exploring local labour market information and trends, employment, education and training opportunities/resources, apprenticeship and self-employment information.
- Support youth in planning and conducting job search based on realistic and accurate assessment of qualifications compared to job requirements.
- Provide orientation to services available in the agency and in the community that will augment youth's employment, financial and personal needs.
- Assist participants with various components of any application for training or education.
- Develop and deliver the pre-employment curriculum content to actively engage youth and meet the program objectives of developing career, employability and personal management skills
- Work with the YJC Job Coaches in supporting participants during the PET and effectively preparing youth for the placement component of the program including identifying any necessary supports or training /certification the youth would require to be successful on the placement
- Document each youth participant's progress while attending the PET component to track and celebrate the improvement of the youth as they move towards their goals and to support the Job Coaches in determining appropriate work placements

REQUIREMENTS & QUALIFICATIONS

- B.S.W., B.A. in Adult Education, Employment/Career Counselling, Human Resources and two years' service experience in employment/career counselling, case management and group facilitation, or a combined equivalent of education and experience
- Recent knowledge and understanding of the participant groups, labour market trends, and related social services/programs for youth
- Certification / training in training; knowledge of various learning styles and how they impact learning; skilled at using a variety of tools and techniques in teaching youth that have had little or no access in traditional school settings
- Recent experience facilitating groups of youth, engaging, and motivating youth and providing a safe group environment which promotes trust and non-judgemental interactions
- Skilled in developing audience-g geared employment related, life skills and career advancement curriculum coupled with strong facilitation skills
- Experience working with youth who are distant from the labour market
- Proven ability to successfully implement and deliver employment services in an outcome-based funding environment
- Recent comprehensive knowledge of employment and training resources and labour market information
- Excellent verbal and written communication and presentation skills. Demonstrated professionalism in all contacts.
- Proven computer skills in MS Outlook, MS Word, DocuSign and Teams, along with strong ability to use online database systems. Experience with CaMS an asset.

To apply, submit your resume and cover letter with "TNG2022-199" in the subject line of your email to:

careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement