

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# TNG2025-33

POSITION TITLE: Employment Advisor/Facilitator- Youth BOOST	
DEPARTMENT: Employment Services	STATUS: Regular Full-time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATE: N/A
REPORT TO: Manager, Youth Employment	HOURLY RATE: \$29.95
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: Youth BOOST is a comprehensive four-week pre-employment designed to prepare youth, aged 15 to 29, with the life skills, knowledge, and confidence they need to navigate various systems and take their first steps toward employment. Focusing on personal development, communication, and essential life skills, the program prepares youth to successfully transition into the Integrated Services Model.

MAJOR DUTIES:

- Conduct intakes and assessments of participants' skills and abilities, employment interests, and challenges to finding and maintaining employment to determine their employability needs and appropriate level of service required
- 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 TNG and community services to meet participant's employment, financial and personal needs
- Refer ineligible or unsuitable youth to appropriate services within internal TNG departments or in the community
- Develop and deliver the pre-employment curriculum content to actively engage individuals and meet the program objectives of developing career, employability and personal management skills
- Employ a variety of teaching techniques to persons with diverse learning styles, experience and education levels
- Build trust and rapport with participants by active listening, understanding needs and meeting commitments
- Accountable in the areas of service coordination, service outcomes and service delivery standards; ensuring a high quality of customer service and acceptable positive results rate, to meet the requirements of the WCG and TNGCS
- Maintain youth tracking in the WCG FFAI case management system ensuring that data quality standards are met
- Appropriately refer and work collaboratively with the IES Team to meet participant needs
- Conduct follow-up with all participants as stipulated by program and agency guidelines and standards.
- Adhere to all TNGCS, ES and WCG policies and procedures and ensure that confidentiality is maintained
- Participate in TNGCS house-wide program activities/meetings as appropriate and/or as assigned
- Cooperate with AODA, and health and safety procedures and policies.

REQUIREMENTS & QUALIFICATIONS:

- B.S.W., B.A. or Diploma 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
- Demonstrated understanding of the participant groups, labour market trends, and related 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, motivating and providing a safe environment which promotes trust and non-judgemental interactions
- Skilled in developing and facilitating youth-gearred employment related, life skills and career advancement curriculum
- Proven success implementing and delivering employability skills training 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.
- Superior organisational, time management and group facilitation skills
- Proven skills in MS Outlook/Word/Teams, DocuSign, Zoom, with strong ability to use online database platforms
- Vocational and Interest testing Certification an asset (e.g. Strong Interest Inventory, Campbell Interest and Skills Inventory, Personality Dimensions, and Myers-Briggs)
- Ability to work in multicultural/multi-racial environment internally and externally
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of clients, the department and/or the agency
- Ability to work across various sites, including TNG sites, community partners and TESS offices
- A current satisfactory police reference check is required

To apply, submit your resume with "TNG2025-33" in the subject line of your email to: careers@tngcs.org