

YJCS Program Worker:

Summer Job Description

POSITION TITLE: Youth Job Connection Summer (YJCS) Program Worker (3 positions available)	STATUS: Canada Summer Jobs Student Position – 9 weeks
DEPARTMENT: Employment & Training Centre, 1415 Bathurst	# HOURS / WEEK: 30
REPORTS TO: Youth Employment Program Worker	Hourly Wage - \$19
POSTING DATE: May 5, 2023	CLOSING DATE: When Filled

PROGRAM AND POSITION SUMMARY:

Youth Job Connection Summer (YJCS) program is for students aged 15 to 18, who are experiencing challenging life situations and are at risk of experiencing poor transitions between education and work. The program includes 20 hours of paid pre-employment training and a paid work placement for the summer or part-time throughout the school year.

The YJCS Program Worker will work in the YJCS team to deliver the program and support the students participating in the program. Program delivery includes outreach, recruitment, assessment and intake, making referrals to community resources, developing and facilitating 20 hours of pre-employment training on and off-site, outreaching to employers that are hiring summer students, negotiating and signing placements, and invoicing and making job trial and employer incentive payments.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Delivery

1. Support our Youth Employment Worker in promoting and recruiting for the program
2. Develop and co-facilitate pre-employment training workshops for students looking for summer work
3. Working with the team make appropriate referrals to community resources and arrange for individual supports based on need

Employer Outreach and Job Development

1. Outreach to employers to source out summer job opportunities
2. Pre-screen participants for opportunities, arrange interviews and prepare students for meetings with employers
3. Visit employer sites prior to placement to ensure compliance with program guidelines; negotiate and sign placement agreements with participants, guardians (as required) and employers
4. Monitor placements and facilitate employer incentive payments

Case and File Management

1. Maintain accurate and up-to-date participant and employer files ensuring House's and Ministry's guidelines and standards are met
2. Accurately enter information into CaMS (Ministry's online database) ensuring quality assurance

B. QUALIFICATIONS:

- Some experience supporting youth in achieving their employment goals and coaching disadvantaged youth who face multiple barriers to employment
- Strong computer skills (Microsoft Office, Outlook, search engines, online communication methods)
- Skilled in developing audience-gear employment related, life skills and career advancement curriculum coupled with strong facilitation skills
- Strong customer service background
- Ability to work effectively as a member of the team and independently
- Ability to travel in and around GTA by transit
- Multicultural sensitivity and an ability to work in a multicultural/multiracial organization
- Willing to work hybrid model (in the office and at home)

In order to apply for this position, you must be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

Please submit your Cover Letter and Resume, using the subject line **"Youth Job Connection Summer Program Worker"** to:
Hiring Committee
The Neighbourhood Group Community House
1415 Bathurst Street, Suite 100

Or E-mail: summerjobs@tngcs.org

The Neighbourhood Group Community House is committed to diversity, equity and accessibility in accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources Administrator will make every reasonable effort to accommodate the needs of applicants requesting accommodation at any stage of hiring process.