

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# TNG2023-185

POSITION TITLE: Youth Employment Support and Outreach Worker	
DEPARTMENT: Employment Services	STATUS: Regular, Full-time, CUPE 2289
# HRS / WEEK: 35	CONTRACT DATES: N/A
REPORT TO: Coordinator, Youth Job Connection	HOURLY RATE: \$27.55
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Youth Employment Support & Outreach Worker promotes and markets the services of the Employment Services department to prospective service users, community agencies, and employers. In addition, this position spends seven hours per week promoting our Youth Employment and Skills Strategy Project – Opportunity Knocks. This position reports to the Coordinator, Youth Job Connection and is a part of **CUPE 2289**.

MAJOR DUTIES:

- Conduct needs assessments to determine eligibility for YJCS and effectively communicate relevant next steps. Make referrals for internal and external supports as necessary.
- Register new intakes and facilitate the completion of the YJCS application form by each participant
- Identify vocational goals and job search needs
- Register youth for workshops designed to expedite their transition to employment
- Provide one-on-one coaching and motivation support to registered participants
- Provide information on the labour market, careers and occupations, education, training and employment opportunities and career planning and job search strategies as well as Employment Service program and service information
- Determine incentive and supports eligibility for both incentive and supports for youth ages 15 to 18 with no work experience and employers while managing the allocation ensuring that targets are met and all funding is allocated
- Design and deliver short duration career exploration, career management and job search readiness workshops both onsite and offsite that include topics mandated by the funder and that are tailored to the needs of youth and that include: identifying career paths for selected occupations, personal management skills, life and work decision-making, resume, interview and job readiness skills, workplace safety, and Employment Standards
- Research new workshop topics based on participant and employer input
- Continually evaluate workshops to ensure that content is current and relevant
- Based on the interests of the youth, actively recruit employers for employment opportunities
- Facilitate the hosting of hiring fairs and work in partnership with the Job Coach/Developer team to market the event and recruit youth
- Consult with team members to find employment opportunities and help in the development of training plans
- Administer subsidies as required including ensuring all necessary paperwork is completed and monitoring of placements are done
- Meet all program assigned targets including Resource and Information targets, new employers registered, number of summer placements developed and number of youths hired by employers
- Maintain participant tracking and filing systems; ensure written documentation and statistics for each case file is consistently up to date, adheres to audit guidelines and is properly stored

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
- Recent application of marketing strategies and tactics as well as demonstrated ability to attract new service users and build relationships with other agencies
- Recent demonstrated experience in job development and delivery of youth employment related workshops in career management, career exploration and job search skills
- Past achievement in successful implementation and delivery of employment services in an outcome-based funding environment;
- Recent comprehensive knowledge of employment and training resources, labour market information
- Proven computer skills in MS Outlook, MS Word, DocuSign, Teams, and Zoom along with strong ability to use online database systems. Experience with CaMS an asset.

To apply, submit your resume with "TNG2023-185" 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