SOUTH ESSEX COMMUNITY COUNCIL
INTERNAL/EXTERNAL POSTING
POSITION DESCRIPTION
Job Posting #2019-24

POSITION TITLE: Community Services-Youth Worker (Temporary Part-Time-Maternity Leave)

POSITION SUMMARY: Under the general supervision of the Community Services Department Coordinator and SPARK Program Leader, the Youth Worker assumes the following responsibilities:

- Facilitate a leadership training program for youth utilizing existing best practices, research and input from local youth.
- Ensure that the program is conducted in a manner that promotes and ensures respect for all participants.
- Provide information and referral services to parents and youth.
- Provide linkages to partners and internal programming to facilitate better community connections, enhanced education and job opportunities for youth.
- Facilitate programming; deliver relevant programming.
- Coordinate community connections for youth by networking with other service providers and community at large.
- Work in conjunction with the Spark Program Leader to organize and facilitate social recreational events for youth and their families
- Maintain accurate and up to date files and statistics
- Endeavor to keep abreast of issues, information and education related to youth needs
- Liaise and develop a rapport and trust with members of the local community, community leaders and other community services
- Maintain client files and assist in collection of monthly statistics
- Administer client satisfaction surveys on a bi-yearly basis; conduct client interviews once per year
- Work in conjunction with the Program Leaders, and other members of the staff, to ensure a team delivery approach
- Attend appropriate staff training sessions
- Participate in staff meetings, committees and other functions that relate to the program as assigned by the Program Coordinator
- To perform other duties as assigned

EDUCATION REQUIREMENTS AND RELATED WORK EXPERIENCE

University Degree in Children/Youth specific disciplines
OR
Community College Diploma in Early Childhood Education or Child and Youth Worker
AND
One to three years of demonstrated experience working with youth

ADDITIONAL SKILLS

- Strong computer skills including Microsoft Word, Access, PowerPoint and Excel
- Excellent verbal and written communication skills
- Ability to speak a second language preferred
- Leadership skills
- Group facilitation skills
- Planning and organization skills

EXPECTATIONS

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners

HOURS AND SALARY

- 17.5 hours per week, flexible schedule depending on the needs of the program which will include some evening and weekend shifts
- Rate of pay in accordance with the CUPE Local 4523 Collective Agreement
- Maternity Leave ending on December 17, 2019

Internal/External Posting
Without Prejudice

Please submit resumes by 4:30 p.m.
Wednesday, July 24, 2018
Jennifer Moore
jmoore@secc.on.ca
Manager of Human Resources

PLEASE NOTE:
Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications