

**SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
EXTERNAL POSTING
JOB POSTING #2022-13**

POSITION TITLE: Youth Worker-Family Support Worker (Prosperus) (2 positions)

POSITION SUMMARY: Under the general supervision of the Community Services Department Coordinator, and the Prosperus Project Leader, the Youth Settlement Worker will assume the following duties and responsibilities:

- Assist clients, specifically children and their families, to provide wrap-around supports and system navigation for clients attending Prosperus programming
- Assess client needs and provide supportive counselling from a social work perspective on areas such as family dynamics, behavioural issues, communication, etc.
- Provide clients with information and referral services
- Assist in developing and delivering outreach activities and coordinating events
- Facilitate parent engagement opportunities within program activities
- Ensure children and their families have the supports required to maintain active, meaningful participation in all programming by removing barriers
- Build trusting relationships and maintain regular communication with program participants and their families
- Assess and respond to opportunities to problem-solve and refer families to relevant community services; provide warm connections to services and follow up on referrals on individual advocacy needs as required
- Maintain client files and assist in collection of monthly statistics according to case management guidelines
- Administer client satisfaction surveys once per month
- Work in conjunction with the Department Coordinator and Prosperus Project Leader to ensure a team delivery approach to the sensitive needs of the clients served
- Participate in staff meetings, committees and other functions that relate to the program as assigned by the Project Leader and/or Department Coordinator
- To perform other duties as assigned.

QUALIFICATIONS:

- University Degree in Social Work (Bachelor's or Master's Degree), or a combination of relevant education and work experience
- AND**
- One to three years of demonstrated experience working with children, youth and families and providing counselling on a variety of issues
 - Demonstrated ability to conduct one on one assessment with a diverse client base and provide culturally competent services
 - Demonstrated communication skills (verbal, written, spoken)
 - Computer Skills (knowledge of Microsoft Office-Word, Excel, Power Point, Outlook, Access)
 - 2nd Language considered an asset

HOURS AND SALARY:

- 35 hours per week, flexible hours may be required depending on the needs of the program, and will include evenings to accommodate after school programming
- \$24.00 per hour, Rate of pay in accordance with CUPE 4523 Collective Agreement
- Position begins June 1, 2022

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
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**External Posting
Without Prejudice**

Please submit resumes by 4:30 p.m.
Sunday, May 9, 2022
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
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources