



Employment Opportunity

Position: *Youth Outreach Worker*
Location: **1 positions (Kenora & Wabaseemoong)**
Work Hours: Full Time Monday – Friday (9am – 4pm)
Responsible to: Wabaseemoong Jordan's Principle

POSITION SUMMARY:

Under the supervision of the Jordan's Principle Coordinator, the Youth Outreach Worker will provide advocacy to youth before they turn 18 so they are well equipped with the knowledge, support, guidance and financial security to support themselves as a young adult. This will include promoting positive communication skills, self-confidence building as well as employment readiness, life skills and supporting independent living needs. The Youth Outreach Worker will also develop and facilitate group programming on topics identified to assist youth, conduct outreach and create relationships in the community with Youth organizations.

RESPONSIBILITIES:

- Assist youth in job readiness; resume and cover letter writing, interview preparation, and work place readiness, etc.
- Set attainable expectations/goals for each youth.
- Put ID clinics for the following (Birth Certificate, status cards, SIN, Health Cards, Drivers License, bank accounts and any other ID that is needed for their future.)
- Acting as an advocate for youth & linking to community resources
- Refer youth to trainings, education, life skills programs, financial budgeting programs and any other programs that will help promote independence.
- Assist youth in learning to complete forms and applications.
- Ensuring they have transportation options. (ex. Bus Tickets)
- Ensuring funds are available for identifying documents: Birth Certificates, etc.
- Coordinating informational workshops for youth.
- Networking with local Organizations to provide extra support to youth.
- Ability to manage case files (electronic and hard copy)
- Collection of intake information and weekly documentation of progress and monitoring the youth's case plan.
- Participating in program evaluation through completion of outcome tools and surveys with youth
- Other duties as required.

REQUIRED SKILLS AND EXPERIENCE:

- Must possess a Valid Full License
- High School Diploma; Post-Secondary Diploma in related field preferred.
- Good organizational, time management and prioritizing skills.
- Must be sensitive and responsive in all interactions with vulnerable clients.
- Demonstrates interpersonal and communication skills, both verbal and written
- Proficient in Microsoft Office Programs

- Ability to work independently.
- CPR/ First Aid certification. (or willingness to obtain)
- Must Provide Criminal Records check, Child Abuse, Vulnerable sector Registry Check
- Must Provide Drivers Abstract.
- Knowledge and understanding of First Nation Youth and their needs/concerns.
- Must be able to travel.

Deadline: April 3, 2023 @4pm

All interviewees must provide a vulnerable sector check and drivers abstract at time of interview.

Please send your resume to **win.jp.hr@outlook.com**