

United Native Friendship Centre Job Description

Position Title: Youth Employment Worker	Date Created: April 16, 2019
Job Class 3	Date revised: April 2020

- A. IMMEDIATE SUPERVISOR:** Assigned Team Lead
- B. SUPERVISION:** Employed by the Friendship Centre, responsible to adhere to the policies and directions as determined by the Board of Directors of the Friendship Centre and the Executive Director and under the direct supervision of the assigned Team Lead or Designate.
- C. OBJECTIVES:** The Youth Employment Worker position is intended to enhance Friendship Centers' efforts to support youth-focused employment and training activities for Indigenous Youth. Encouraging positive outcomes and providing the effective delivery of the program such that urban Indigenous youth-aged direct-service users gain education, experience, and skills to achieve and maintain meaningful employment.
- D. QUALIFICATIONS:**
- Relevant post-secondary education in field of employment/training and or Social Services
 - 1-2 years' experience in employment and training initiatives and or in a social services environment
 - Knowledge and experience in Indigenous youth community development
 - Able to build a rapport with and encourage youth with education & training
 - Familiarity with available community resources in our service delivery area
 - Excellent verbal and written communication skills
 - Superior computer skills
 - Experience in report writing and using a data base to report program stats
 - Experience in group facilitation skills
 - Knowledge and experience working with Indigenous culture and language an asset
 - Ability to work independently
 - Superior ability to work within deadlines under minimum supervision
 - Good management and planning skills
 - Excellent teamwork and team building skills
 - Must provide a Vulnerable Sector Criminal Reference check prior to employment
 - Must possess a valid Class G driver's license and access to a vehicle
- E. KEY RESPONSIBILITIES:**
- Provide dedicated resources to urban Indigenous youth to improve their lives through culturally relevant services that are readily available, and which are delivered through a focused, demand-driven program model;
 - Collaborate with and shares responsibilities of the UNFC Employment program, along

with the Employment Counsellor, with a specific focus on serving the needs of Indigenous youth;

- Coordinate or manages youth-led and youth-focused partnerships (such as schools, school boards, employers, other education and training institutions, and youth-serving agencies that promote positive youth outcomes) or strategies that support the strategic goals of the Friendship Centre;
- Perform activities that include supporting and/or coordinating other youth-serving programs and projects across the Friendship Centre;
- Complete intakes, provide employment counselling, and develop a strengths-based action plan for each individual direct-service user.
- Provide job preparation interventions as follows: Application Processing, Employer Referrals, Job Search, Referrals to Agencies, Resume/ Cover Letter Assistance.
- Promote awareness and ensure access to the program through a variety of outreach efforts and promotional activities.
- Provide referrals to UNFC Employment program interventions as needed
- Provide employment supports, which include follow-up, monitoring, and reporting of outcomes required.
- Ensure direct-service user files are maintained and protected as required by the terms and conditions set out in this Program Description.
- Monitor, report back and follow-up on all direct-service user interventions as detailed in this Program Description, which includes a post-intervention follow-up with the direct-service user to ensure they have found full-time employment or returned to school.
- Update the job bank and/or job board, provide relevant employment and training resources, and other general assistance to community members who access the UNFC Employment program but are not direct-service users.
- Maintain familiarity with labour market developments to align direct-service users with demand driven industries, engage with potential employers and service providers, explores and establish new opportunities for job placement and/or job creation, and actively seek out partnerships to leverage resources.
- Develop and facilitate workshops and presentations on employment related topics.
- Network and partner with other Friendship Centres/Delivery Sites, Indigenous organisations, employers, employment agencies, etc., related to employment and training matters.
- Ensure all service activities utilize culture throughout all junctures of planning and delivery.
- Utilize quarterly reporting tools and database to input all data as required.

F. EVALUATION: This position shall be evaluated after completion of 3 and 6 month probationary period and then on an annual basis thereafter. It will be based on the Standard of Performance in the description and specific goals of the program as agreed upon by the Board of Directors and Executive Director.