

**SOUTH ESSEX COMMUNITY COUNCIL**  
**EXTERNAL POSTING**  
**POSITION DESCRIPTION**  
**Job Posting #2024-52**

**POSITION TITLE: Youth Worker (Temporary Full-Time) (Junior and Senior Youth Groups)**

**POSITION SUMMARY:** Under the general supervision of the Children & Youth Services Department Coordinator, the Youth Worker assumes the following responsibilities:

- Facilitate a leadership training program for newcomer youth utilizing existing best practices, research and input from local youth.
- Recruit youth for the project by liaising with local service providers and newcomer parents accessing SECC Settlement Services.
- Ensure that the program is conducted in a manner that promotes and ensures respect for all participants.
- Conduct an intake assessment with each client in order to assess the needs of the young person and to determine appropriate interventions.
- 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 Children and Youth Services 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, virtual platforms such as Zoom, and Social Media
- Case Management
- 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
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

#### **HOURS AND SALARY**

- 35 hours per week, flexible schedule depending on the needs of the program which will include some evening and weekend shifts
- Regular schedule: 9:00am to 5:00pm, Monday to Friday
- \$27.79/hour, as per the CUPE Local 4523 Collective Agreement
- **This position is a temporary ending in November 2025**

#### **External Posting Without Prejudice**

Please submit resumes by 4:30 p.m.  
Thursday, November 14, 2024  
Jennifer Moore  
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