

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Community Youth Worker, Youth Employment	JOB #:	2017-0045
Status:	Term from December 2017-March 31, 2019	Hours:	17.5 hrs/week until March 31, 2018 then reducing to 13 hrs/week
Benefits and eligibility:	3% in lieu of benefits; 2 weeks annual leave	Pay scale:	\$18.249-21.469/hour
Application deadline:	Friday November 17, 2017 at noon		

Job Summary

The **CYW - Youth Employment** collaborates with members of the Youth Employment team to provide training, guidance and support to youth participating in employment-related projects, as per the direction of the Program Coordinator – Youth Employment.

Job Specific Responsibilities

- Provides support to youth with barriers to employment.
- Assists youth in developing skills and knowledge related to employment, entrepreneurship, and career exploration.
- Participates in project promotion and participant recruitment: developing promotional materials, performing outreach activities, and conducting participant selection.
- Collaborates on program planning, workshop development & facilitation, and coordinating & leading off-site trips.
- Liaises with employers, workshop facilitators and other partners to ensure safe and positive project activities take place as per project plans.
- Assists with the compilation of demographic information and statistics for the purpose of reporting on project outcomes within the project evaluation framework.
- Collaborates with other project staff to accurately maintain participant records within the safeguards of confidentiality.
- Monitors participant work placements through regular visits to work placement sites.

Qualifications

- Post-secondary degree/diploma in social services or education, or equivalent education and experience;
- Minimum 2 years experience providing employment, leadership or recreation programming to vulnerable youth (aged 14-30 years);
- Awareness of and sensitivity to issues facing youth with barriers to employment;
- Experience working with a diverse client population;
- Experience designing and facilitating workshops;
- Strong organization and time management skills;
- Fluency in English is essential, other languages an asset;
- Availability for occasional evening and weekend hours;
- Valid G class driver's license and access to a vehicle;
- Strong computer skills;

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- Training or experience in employment counseling, job development and/or delivering employment-related programming to youth or adults would be an asset;
- Experience or knowledge of entrepreneurship would be an asset;
- Available to work at other program sites as needed.
- Available to work evenings and weekends as needed.