



## **Youth Program Facilitator 2, Enable Program for Children & Youth**

**Reports to:** Enable Program Coordinator, Victoria Immigrant and Refugee Centre Society  
**Status:** Part-time: 22.5.5 hrs/week at \$20/hr  
**Term:** August 15, 2022 – March 21, 2023, with possible extension

The Victoria Immigrant and Refugee Centre Society (VIRCS) operates in the territory of the ləkʷəŋən People and acknowledges that the Songhees and Esquimalt Nations have been stewards of this land since time immemorial.

VIRCS's mission is to assist in the settlement and adjustment of newcomers in Canada, and to provide services designed to increase participation in Canadian society by assisting the newcomer to overcome barriers. VIRCS has over 30 years of experience in providing comprehensive settlement services to immigrants, refugees, and their families. VIRCS's high quality and outcomes-driven settlement and integration services serve over 3000 clients annually across ten programs.

### **PRIMARY ACCOUNTABILITY:**

To provide programs and services that address the emotional, academic, and social adjustment needs of newcomer children and youth.

### **DUTIES AND RESPONSIBILITIES:**

#### **Program Coordination & Administration**

- Co-develop, prepare, and co-facilitate the following services:
  - Weekly Youth Activity Night Drop-in for youth ages 13-19
  - Weekly Homework Club Drop-in
  - After-school SPARKS Program for children ages 6-11
  - In-school Adjustment Support Groups (Art Therapy Program)
  - Annual Youth Strides Summer Camp for ages 13-19
  - Annual Children's Winter Celebration
- Provide information and referrals to clients and their families regarding the Enable Program and other VIRCS services.
- Assist with assessments, client intakes, on-going communications, and evaluation processes.
- Co-develop and implement strategies for community outreach and recruitment.
- Work with and assist in the supervision of practicum students.
- Share local resources, services and opportunities for youth and children with clients
- Enrich the program by seeking collaboration with local organizations for workshops
- Communicate and liaise with schools where children and youth are experiencing difficulties
- Assist with administrative tasks as assigned by the Program Manager.



250-361-9433



info@vircs.bc.ca



www.vircs.bc.ca



@vircs.bc

Victoria Immigrant & Refugee Centre Society (VIRCS)

1004 North Park Street

Victoria, BC

V8T 1C6

Business No. 892568783RR0001



### **Administrative Responsibilities:**

- Focusing on communication with **clients**: document client information, maintain files, and ensure confidentiality.
- Maintain detailed and current records of program services including client attendance, activities and lesson plans, and community partnerships.
- Keep up-to-date statistics and maintain the client program database
- Assist with evaluation of programming, conducting appropriate feedback systems
- Contribute to funding applications and reports as needed, under the direction of Program Manager.
- Develop content for social media accounts for the Children and Youth Programming (calendar, posters)
- Participate in agency's committees, staff meetings, and community events.

### **Networking and professional development:**

- Engage in effective networking with other service providers and community partners, staying informed of relevant resources, services, events, initiatives, etc.
- Participate in workshops, forums, and conferences to further enhance capacity, skill building, and keeping current on best practices.
- Keep informed of government policy changes affecting clients, and informing staff thereof.
- Serve as a community representative of VIRCS and its views/positions on issues affecting its clientele.

### **QUALIFICATIONS:**

- Bachelor Degree in Social Science, Child and Youth Care, Social Work or related field of study specific to youth development or human social services, or at least 2 years' of relevant work experience

### **ASSET SKILLS & EXPERIENCE**

- Thorough knowledge and sensitivity to adjustment and transitional issues specific to newcomer children, youth, young adults and their families
- Strong assessment, problem-solving, and conflict resolution skills
- Ability to work effectively both independently and in a team
- Second language an asset
- Lived experience as a newcomer, or as someone who identifies as BIPOC.