



Victoria Immigrant & Refugee Centre Society (VIRCS)
1004 North Park Street - Victoria, B.C. V8T 1C6
Telephone: (250) 361-9433, Fax: (250) 361-1914

JOB DESCRIPTION: ENHANCED YOUTH WORKER

Job title: Enhanced Youth Worker (Temporary)
Reports to: Director of Settlement, Newcomer Wraparound Support Program
Status: Full time
Application Deadline: Until the position is filled

The Victoria Immigrant and Refugee Centre Society has been dedicated to immigrants and refugees in Greater Victoria for over 30 years, helping clients from all over the world. It serves more than 3,000 newcomers annually with its programs in the areas of employment, settlement, integration of youth, adults, families and seniors as well as many other projects and activities.

PRIMARY ACCOUNTABILITY:

To provide services that address the settlement, employment, education, skill building, emotional, academic and social adjustment needs of vulnerable newcomer youth as defined by the Newcomer Wraparound Support Program (NWS). The Enhanced Youth Worker (EYW) is responsible for the facilitation of individual youth-centred settlement/employment/educational and career plans to address youth-identified needs. To this end, the EYW is responsible for the coordination and development of youth group sessions focused on settlement, employment training and skill building, as well as the implementation of individualized client plans. Working from a youth-centred and strengths-based approach, the EYW will develop and implement individual support systems, including family and friends, community systems and employers and partner agencies to support youths' successful entry into the Canadian society.

RESPONSIBILITIES:

- Facilitate youth intake for youth employment services in NWS and complete thorough strengths-based needs assessments to determine client settlement/educational/employment/career goals, as well as strengths and skills, which will support settlement/education/employment/career goals of youth.
- Provide supportive settlement and employment counseling, information, orientation, referrals, interpretation, translation, and escort and mediate between youth and other partner agencies. Advocate for youth to create opportunities for school, career exploration and skill development and support youth through life skills, employability skills development.
- Assist youth, using a strength-based practice, to develop skills for job search, writing resumes and cover letters, as well as developing strategies and action plans to meet employment/career goals.
- Empower youth in their career exploration by supporting youth self-identity, and increasing youths' confidence and self-efficacy by facilitating space to voice their ideas, opinions and values.
- Support vulnerable youth in developing resiliency during their career exploration by assisting them in building problem solving and coping skills.

- Actively promote NWS employment services to all staff, volunteers, Service Delivery Partners, community networks and agencies.
- Network, provide referrals, and maintain open communication with employers and partner agencies to meet youth clients' needs and monitor, discuss and evaluate clients' employment progress. Remain aware of up-to-date community and partner resources and supports.
- Provide group sessions focused on employment training and skills, such as soft and hard skills, job search, interview skills, and workplace culture in Canada, workplace safety, worker standards and rights, and labour market trends.
- Convene Wraparound meetings to review action plans, track and document progress, evaluate outcomes, and update plans according to individual requests and/or changes required in the supports and services provided.
- Complete all reporting requirements
- Service as a resource person for VIRCS programs, staff, volunteers, practicum students, government and NGO service providers, and the community at large
- Participate in necessary trainings and seminars relevant to VIRCS, Settlement and Wraparound work, as well as bi-weekly team meetings and monthly all-staff meetings

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- 2 years relevant education or work experience with immigrant and refugee families and youth; and/or Education in Human and Social Development field; e.g. social work, child and youth program or related field, preferred
- 1-year experience working in employment services field, job development, or related field.
- Demonstrated knowledge of employment standards and rights, and labour market trends preferred.
- Experience working from a client-centred and strengths-based approach
- Familiarity using case management approach in service provision
- Thorough knowledge of Wraparound principles and practices; previous Wraparound experience preferred

Required Skills:

- Cross-cultural awareness: able to engage positively with people from diverse ethnic, cultural and religious backgrounds
- Empathetic, warm and engaging personality, with strong interpersonal, relationship-building and networking abilities
- Organized and efficient; able to successfully complete multiple tasks in a timely manner
- Strong administrative and computer skills (Word, Excel, Powerpoint, database, internet, e-mail)
- Outstanding written and verbal communication and presentation skills
- Good judgement, problem-solving and analytical skills
- Team player and able to function in multi-disciplinary team setting
- Strong assessment and problem-solving skills and conflict resolution skills
- Demonstrated professionalism, discretion and confidentiality

Asset Qualifications:

- Knowledge of legislation and policies affecting immigrant and refugee populations in Canada
- Commitment to work ethic premised upon anti-oppression and anti-xenophobia
- Sensitivity to issues of immigration and refugee trauma, mental health and family conflict and knowledge of adjustment and transitional issues specific to newcomers
- Understanding, sensitivity and an awareness of social justice, diversity and anti-oppression issues
- Understanding of the culture of non-profit organizations
- Second language an asset (e.g. French, Farsi, and Spanish)

SALARY: Competitive

TO APPLY:

If your credentials meet the above job description, please forward your cover letter and resume, quoting the job title in the subject line to **asuka@vircs.bc.ca**

VIRCS is an equal opportunity employer. We especially encourage applications from people of different ethnic and cultural backgrounds, especially immigrants to Canada who are entitled to work in British Columbia.