

United Native Friendship Centre Job Description

Position Title: Apatisiwin Youth Employment Worker	Date Created: April 16, 2019
Work Group: Employment, Education and Youth	Date Approved:

- A. **POSITION TITLE:** Apatisiwin Youth Employment Worker
- B. **IMMEDIATE SUPERVISOR:** Employment, Education and Youth Lead
- C. **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 under the supervision of the Executive Director and direct supervision of the Employment, Education and Youth Lead.
- D. **OBJECTIVES:** The Youth Employment Worker position is intended to enhance Friendship Centres' efforts to support youth-focused employment and training activities and outcomes and to ensure 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.
- E. **AREA OF RESPONSIBILITY:**

Core Competencies:

These competencies must be exhibited by every employee in an organisation. The degree to which they are expected to be exhibited will vary across different roles. Often, core competencies are a list of behaviours that are a direct reflection of the organisation's culture and values.

- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.

Technical Competencies:

These competencies are the skills, attitudes and behaviours (non-technical) required for success in the role. Includes but are not limited to:

- High proficiency in Microsoft Office (Word, Excel, etc)
- Outstanding analytical, problem-solving and trouble-shooting skills

Behavioural Competencies:

These competencies refer to the professional and technical skills, knowledge, industry or related expertise required for acceptable performance. Includes but are not limited to:

- Team Player
- Stress Tolerant

Key Responsibilities:

- Provides 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;
- Collaborates with and shares responsibilities of the Apatisiwin program, with the Employment Counsellor, with a specific focus on serving the needs of Indigenous youth;
- Coordinates 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;
- Performs activities that include supporting and/or coordinating other youth-serving programs and projects across the Friendship Centre;
- Completes intakes, provide employment counselling, and develop a strengths-based action plan for each individual direct-service user.
- Provides job preparation interventions as follows: Application Processing, Employer Referrals, Job Search, Referrals to Agencies, Resume/ Cover Letter Assistance.
- Promotes awareness and ensure access to the program through a variety of outreach efforts and promotional activities.
- Provides referrals to Apatisiwin interventions as needed
- Provides employment supports, which include follow-up, monitoring, and reporting of outcomes required.
- Ensures direct-service user files are maintained and protected as required by the terms and conditions set out in this Program Description.
- Monitors, 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.
- Updates the job bank and/or job board, provide relevant employment and training resources, and other general assistance to community members who access the Apatisiwin program but are not direct-service users.
- Maintains 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.
- Develops and facilitate workshops and presentations on employment related topics.
- Networks and partner with other Friendship Centres/Delivery Sites, Indigenous organisations, employers, employment agencies, etc., related to employment and training matters.
- Ensures all service activities utilize culture throughout all junctures of planning and delivery.
- Utilizes quarterly reporting tools and database to input all data as required.

F. QUALIFICATIONS:

- Relevant post-secondary education in field of employment/training
- One to two years' experience in employment and training initiatives
- Knowledge and experience in Indigenous community development
- Familiarity with available community resources in our service delivery area
- Excellent verbal and written communication skills
- Superior computer skills
- Experience in report writing
- 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