



Job Posting #05-20

LEAP Youth Employment Assistant

We are seeking a **LEAP Youth Employment Assistant** for a special project. The selected candidate will work **35** hours every week with our **LEAP (Leading Employment Achieving Possibilities) youth with disabilities employment program** (occasional Saturdays). You will ensure the well-being of the youth we support by promoting community employment and preparedness. This unique youth employment project is enhanced through the support of community Peer Mentors matched to each youth. This position works closely with all members of LEAP including the students, Peer Mentors, family, employment team and the Delta School District.

Working with the team, the successful candidate will:

- Be responsive to the needs, interests, and abilities of youth with developmental disabilities and perspective employers.
- Acts as an ambassador promoting inclusion and diversity in the workplace
- Assist youth with disabilities with such matters as job readiness skills, job search strategies, on the job support and interview skills
- Support or lead weekly employment classes
- Guide and support a team of community Peer Mentors
- Maintains all records necessary

Skills and abilities include:

- Ability to facilitate pre-employment training sessions to prepare job seekers for employment and may include: interview skills, resume preparation, career exploration, job club activities, job shadowing. Conduct assessments to identify each person's skills, interest and career goals.
- A strong commitment and ability to promote inclusion and diversity in the workplace.
- Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact.
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Computer literacy including use of Microsoft Word and Excel
- Fosters positive and professional relationships with DCLS staff, Delta School District Staff, job seekers, families, service providers, agencies, community organizations and business community that enhance and develop strong working relationships/partnerships.
- Promotes cooperation and communication between individuals being supported, families, advocates, volunteers, community agencies, vocational placements, and professional support staff.

Applicants must be between the ages of 19 and 30.

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How to apply:

Submit a cover letter and resume. Quote **JOB POSTING #05-20** on your cover letter. This should be submitted online at www.dcls.ca/jobs on or before **March 13, 2020**. Applicants can expect to be interviewed in a panel format.

This position is subject to funding approval through Canada Summer Jobs.

Work Schedule:

- Will be flexible 35 hours per week including evenings and weekends.

Rate of Pay: \$20.52

Expected Start Date: April 20, 2020

Expected End Date: August 28, 2020

Posted Date: March 6, 2020

Closing Date: March 13, 2020