

LANGLEY COMMUNITY SERVICES – JOB POSTING SES 2022-07

Job Title:	Youth Employment Case Manager (Temporary)
Department:	Settlement and Employment Services
Start Date:	ASAP
Salary:	Grid Level 14 -Hourly rate (\$28.39-\$33.06) – depending on qualifications and experience
Hours:	Temporary Full-time – 35 hours per week

Job Summary:

- ❖ The Youth Employment Case Manager will support youth in achieving their employment goals and successful job placement through a training and employment plan within Skills to Success's Youth Employment Skills Strategy project. The Youth Employment Case Manager will navigate community resources and support youth in employment maintenance. Youth Employment Case Manager will also follow up with activities and ensuring the participants would reach the ultimate outcome of employment according to program's timeline.

Key Duties and Responsibilities:

- ❖ Conducts a comprehensive needs assessment to identify client level of employability, unique challenges / barriers, and training needs.
- ❖ Gather or develop training materials/curriculum including electronic presentations
- ❖ Deliver workshops in a flexible manner that adjusts both content and approach in response to the needs of participants
- ❖ Refers clients who are not ready or eligible for the project to other services or resources that are available in the community
- ❖ Work with participants to achieve career goals including developing strategies to address client barriers and building on client strengths.
- ❖ Work as part of a multi-faceted team to deliver a comprehensive employment counselling that meets the individual needs of all clients.
- ❖ Meet placement objectives as outlined in the contract
- ❖ Compile and maintain current Labour market information and relevant resource materials
- ❖ Assess clients and ensure they receive appropriate supports and are referred to resources that address challenges outside of employment.
- ❖ Develop and monitor employment action plans with clients and develop strategies to track outcomes.
- ❖ Report client progress and milestones through the Grants and Contributions Online Services (GCOS).
- ❖ Ensure file consistency for funder audits.
- ❖ Maintain client files and records according to Society or program accreditation standards
- ❖ Assist in preparation of reports and compile program statistics

- ❖ Complete intakes for YESS & FES program interventions and develop strategies for encouraging consistent attendance.
- ❖ Keep abreast of labour market trends, employment issues, community resources, job training, and employment opportunities.
- ❖ Assist clients to access Workshops, Training, Job Development, Short-Term Training, Interviews, and Workplace placements.
- ❖ Act as a champion of Skills to Success and the program, promoting our services throughout community and networking events.
- ❖ Participate as a positive and cooperative team member, attend meetings and participate in Society committees and events as required and /or directed
- ❖ Attend external meetings, workshops or conferences related to employment and immigrant issues for networking, marketing, advocacy and/or professional development purposes
- ❖ Other duties as required by the manager

Qualifications, Experiences and Abilities:

- ❖ Post-Secondary degree Child/youth related field (e.g., Child and Youth, Social Service Worker, Social Worker, Psychology, Sociology) or the equivalent combination of education and experience working with youth.
- ❖ Professional development courses re: job search instruction, personal or career counseling, placement and/or monitoring.
- ❖ Minimum 3 years' experience in career counseling and group facilitation in adult education, preferably within a multicultural and /or ESL context.
- ❖ Experience in working with individuals with complex barriers and a broad range of cultural backgrounds
- ❖ Experience in Adult Education and employment programs – curriculum development, assessment, and screening skills
- ❖ Demonstrated youth program development and facilitation experience
- ❖ Knowledge of youth involvement strategies and models
- ❖ Conflict resolution, facilitation and training experience related to youth
- ❖ Experience in community based non-profit organizations.
- ❖ Knowledge and familiarity of immigrant communities and youth issues.
- ❖ Knowledge of current Labour market conditions, trends and working conditions.
- ❖ Current knowledge of available training programs and community resources.
- ❖ Knowledge of standardized assessment tools and techniques.
- ❖ Strong written and verbal communication skills.
- ❖ Strong computer competency (Windows environment, MS Office, Internet & Email applications).
- ❖ Cross-cultural competency.

Reporting relationships

- ❖ The Youth Employment Case Manager reports to the Employment Manager.

Additional Information:

- ❖ This is a union position.
- ❖ This position is open to all qualified applicants.
- ❖ Proof of COVID 19 double vaccination
- ❖ This position may require working outside office hours.
- ❖ Criminal Record Check is required.

TO APPLY:

Please reply with Cover Letter and Resume, quoting Posting Number **SES 2022-07** to:

Langley Community Services Society
Attention: Mary Tecson, Employment Manager
5339 – 207 St, Langley, BC V3A 2E6
Email: mtecson@lcss.ca

Please note that only persons selected for an interview will be contacted