Youth Employment Counsellor

The Youth Employment Counsellor collaborates with a high-energy, client-focused team to deliver exceptional youth employment services in Northeast Vancouver. Working out of Drive Youth Employment Services, a satellite program of Frog Hollow Neighbourhood House (http://www.froghollow.bc.ca/) the Youth Employment Counsellor supports youth aged 16-30 to achieve employment goals under the WorkBC Employment Services model. This is a full-time Contract position (35 hours per week) for 6 months, with possibility of extension.

Position: Youth Employment Counsellor

Hours: 35 hours/week, Monday-Friday 9AM-5PM

Salary: $23.94 per hour

Start Date: ASAP

Responsibilities:

- Provide 1:1 strengths-based Employment Counselling services to youth aged 16-30 including needs assessments, workshops, and program referrals
- Understand and implement policies and procedures of the WorkBC Employment Services model, including administering financial supports
- Maintain accurate and consistent files in the Integrated Case Management (ICM) system per program standards
- Meet service targets as per the Employment Services model
- Negotiate and manage client self-employment and training agreements
- Maintain up to date knowledge of community resources and employment programs for youth
- Identify clients who may need crisis services and facilitate referrals
- Maintain an excellent working knowledge of local labour market trends and community resources for youth job seekers
- Participate in departmental and all-staff meetings, team meetings and case conferencing
- Collaborate with lead organization and other partners to deliver a seamless service experience for clients
- Facilitate group workshops in the community as required, on employment related topics
- Other duties as assigned by supervisor
Qualifications:

- Post-secondary degree or diploma in child and youth care, social work, employment counselling, or related field
- Minimum 2 years of experience working with multi-barriRED youth ages 16-30
- Employment counselling experience, ideally with multi-barriRED youth ages 16-30
- Strengths based case-management style
- Experience with the Integrated Case Management (ICM) system and WorkBC Employment Services an asset
- Commitment to ongoing training surrounding the Employment Services model including strong ability to adapt
- Excellent organizational and time management skills, including ability to manage high caseloads
- Excellent administrative skills including database management
- Knowledge of local youth services/community resources

Please combine your resume and cover letter into one PDF document, quote “Youth Employment Counsellor” in the email subject and apply to Rosie Forth, Coordinator of Drive Youth Employment Services at rosie@frog hollow.bc.ca. Applications will be accepted until position filled. Only short-listed candidates will be contacted.