



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

2131 Renfrew Street  
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: [contact@froghollow.bc.ca](mailto:contact@froghollow.bc.ca)

## 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.

<b>Position:</b>	Youth Employment Counsellor
<b>Hours:</b>	35 hours/week, Monday-Friday 9AM-5PM
<b>Salary:</b>	\$23.94 per hour
<b>Start Date:</b>	<b>ASAP</b>

### 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

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## 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-barriered youth ages 16-30
- Employment counselling experience, ideally with multi-barriered 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@froghollow.bc.ca](mailto:rosie@froghollow.bc.ca). Applications will be accepted until position filled. Only short-listed candidates will be contacted.*



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