



# 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 position will involve some virtual work while COVID-19 restrictions continue, but in-office days are also required. This is a part-time position (21 hours per week) with excellent benefits.

Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

<b>Position:</b>	Youth Employment Counsellor
<b>Hours:</b>	21 hours/week, between Monday and Thursday
<b>Salary:</b>	\$23.94-\$25.31 per hour
<b>Start Date:</b>	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

*Creating Our Community Together*



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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
- Lived experience will be taken into consideration
- 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 quote "Youth Employment Counsellor" in the email subject, combine your cover letter and resume into one PDF, and apply to***

*Rosie Forth, Coordinator, Drive Youth Employment Services, at [rosie@froghollow.bc.ca](mailto:rosie@froghollow.bc.ca). Applications will be accepted on a rolling basis until the position is filled. Only short-listed candidates will be contacted.*

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