



## YOUTH EMPLOYMENT SPECIALIST

**Position:** Full Time Contract - **Working Hours:** 35 per week - **Location:** Peel Region

**Brampton Multicultural Community Centre (BMC)** is a charity organization established in Peel Region in 1987 with the mandate to help and support the most vulnerable, disadvantaged and newcomer/immigrants individuals and families within our community. Our programs and services are designed to provide information, resources, skills development and help in their settlement process. Youth Job Connection (YJC) is designed to help young people between the ages of 15 and 29 who face multiple or serious barriers to employment. Your role as a Youth Employment Specialist will be to engage and support at-risk youth to develop necessary employment attitudes, skills and behaviors and help them obtain employment experience.

### **RESPONSIBILITIES**

- Provide clients with information on the Employment Ontario (EO) program as well as all relevant resources and services available in the community.
- Facilitate Youth Job Connection (YJC) – Soft Skills program and mentor/coach the youth participants
- Match and refer clients with the service and provider that best meets their needs in the fewest possible steps and based on the Employment Ontario suitability criteria.
- Provide client assistance in fill out Employment Ontario (EO) as well as conduct client surveys to gather data for program development.
- Conduct individual employment assessments, provide one on one counseling support and develop client service delivery plans.
- Case-manage clients in accordance with the Service Plans (SP), updating and closing the SPs in a timely manner.
- Deliver pre-employment workshops, update and enhance curriculum to match requirements of the program
- Provide coaching, support, and mentorship for youth in the initial stages of employment and maintain relations with employers
- Ensure the services provided reflect participants' needs, abilities and employment goals
- Understand the needs of economically and socially disadvantaged, marginalized at-risk youth in the Peel Region area
- Coordinate and conduct marketing and outreach activities to community agencies, organizations and employers
- Document and monitor participant progress in CAMS database and update service plans
- Ensure proper and timely documentation of services including written case notes
- Maintain accurate attendance of all participants for finance department
- Any other related duties complementary to the job
- Reports to Executive Director or his/her designate

### **QUALIFICATIONS / SKILLS**



# Brampton Multicultural Community Centre

- B.A./B.S.W. and/or two years related experience in group facilitation/counselling
- Knowledge and experience with case management, youth issues, concerns & challenges
- Demonstrated successful employment placement initiatives/recruitment
- Strong leadership skills to guide, motivate and inspire youth to take action to successfully complete the program
- Outstanding interpersonal, communication and facilitation skills
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
- Experience with Ontario Employment
- Ability to work with diverse groups of participants and establish rapport quickly
- Effective report writing ability and conduct program evaluation
- Computer skills: MS Word, Excel, PowerPoint, Outlook and Internet
- Fluent in English and ability to speak second language is a definite asset
- Flexible to work evenings or weekends if and when required
- Police check is required at your own expense
- Must own vehicle and a valid driver license, and liability insurance that covers your vehicle to be used for job related travelling as and when needed

**This is a full time contract position until March 31<sup>st</sup>, 2019 with a possibility of renewal.**

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**Please mail, fax or email resume along with a cover letter referencing  
BMC -Youth Employment Specialist by August 28, 2018 to:**

Human Resources Department  
Brampton Multicultural Community Centre  
197 County Court Blvd, Suite 303  
Brampton, ON L6W 4P6  
Fax: 905-874-6100  
Email: [hr@bmccentre.org](mailto:hr@bmccentre.org)

*BMC is an equal opportunity employer that promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.*

*(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)*