



## Youth Employment Specialist

**Reports to:** Regional Manager, Client Services  
**Hours:** As per the Offer of Employment  
**Salary:** \$29.71-\$31.52

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### Who you are...

As a professional you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of youth and can easily engage youth with complex challenges/needs and keep them engaged
- You strongly support and promote inclusion and diversity
- You have a positive conviction about others' rights to self-determination, the capacity of people to grow and change and are committed to empowering youth to gain skills and confidence.
- You have a strong understanding of mental health, wellness strategies, barriers to employment and resources.
- Your collaborative approach and teamwork skills make people want to work with you.
- You have strong communication skills and a strength-based approach.
- You are a dynamic, energetic individual that enjoys working with community, education and employers and helping people connect to opportunities.
- You love learning and aren't afraid to ask questions.
- You embrace variety and value applying creative solutions
- You are organized and have the ability to consistently manage your time.
- You love to learn new technologies, programs, and policies.
- You have excellent data management and documentation skills.

### The Role...

This role is part of a province-wide initiative that uses innovative, evidence-based approaches to delivering integrated youth services in BC. The Youth Employment Specialist position reports to Regional Manager, Client Services and provides comprehensive employment services through Foundry Work and Education program to youth aged 15 – 24 years who are accessing services at Foundry Port Hardy (North Island Crisis and Counselling) and/or through NIEFS WorkBC Employment Services. The role includes engaging youth in determining employment and education needs, service planning, facilitation, supported referrals, ongoing employment counselling and support, job development, job coaching and job maintenance that improves employability and supports ongoing employment and/or education outcomes. This position will support youth in their journey towards sustained employment or education through various service delivery channels including in-person, outreach and virtual. Utilizing a client-centered approach the individual will work alongside clients to identify strengths, skills and abilities and address barriers to the achievement of employment, education and community connection goals. This position is also responsible for taking personal initiative for staying up to date and following both Foundry and NIEFS policies to ensure client confidentiality, accurate data entry and documentation standards.

## Key Duties and Responsibilities:

- Work with youth to assess their employment, education and employability goals, needs, challenges, strengths and resources and develop a comprehensive plan to address employment, education, life skills and other employment-related goals to find/maintain work, enter or return to education, enhance employability and achieve independence.
- Provide coaching/counselling and facilitate individualized sessions and group workshops to youth to develop employability skills and to support them to achieve independence in key areas:
  - Job search – including but not limited to setting employment goals, job targets, resume writing, approaching employers, applying for work & job search techniques, interview skills, effective references, appropriate social media boundaries for job search.
  - Career planning & Goal Setting – including but not limited to personal planning and goal setting, career assessment, career and education planning and research, how to get the training, education or skills you need to work.
  - Employability Life skills - including but not limited to personal leadership, motivation, interpersonal communication, conflict resolution, problem solving, teamwork, healthy work relationships, time management, stress, self-care, personal and workplace health and safety, healthy lifestyle choices, and work-life balance.
  - Independent Living Skills - including but not limited to budgeting, financial planning for moving out, living on your own, education, employment, personal goals, housing search, good tenant competencies, banking, nutrition, and community knowledge.
- Coordinate employment-related services and supports and provide client-centered, effective and collaborative case management including:
  - Strengths-based goal setting & action planning around employment -employability skills;
  - Engagement, support and monitoring youths' participation in employment services and progress towards their employment, employability, education or independent living goals;
  - Coordinating services and assisting youth to navigate through services and systems;
  - Liaison and consultation with others on the youth's Foundry Staff Team including involvement in case planning and case conferences as needed;
  - Assess and/or refer youth in need of employment-related diagnostic or disability supports and other specialized services;
  - Assess and arrange for employment-related financial supports such as transportation, work gear and short-term certification courses such as Emergency 1<sup>st</sup> Aid, Foodsafe, WHIMIS, etc
  - Provide follow up services once client has achieved independence, education/training or employment;
  - Document, report and maintain case records of contacts, services delivered and outcomes achieved (including best practices and success stories) as required by law and as specified by Foundry, NIEFS and WorkBC Employment Services and associated funding organizations.
- Engage with businesses to promote the hiring of youth and facilitate employment opportunities based on youth's interests and goals. Support youth to successfully find and maintain meaningful employment through proactive Job Development services including marketing, networking and Job Coaching support as needed. Collaborate with youth and employers to create on-the-job training plans and strategies for thriving in the world of work.
- Develop relationships with community service providers, educational institutions and stakeholders to facilitate holistic integrated service delivery characterized with a 'warm' referral process where youth's self-determination is prioritized.
- Other related duties as required.

### Key Competencies:

- **Values.** Behaves consistently with clear personal values that complement NIEFS's values of **excellence, diversity, and respect.**
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices and professional behavior. Builds a respectful and client-centered workplace committed to maintaining privacy and confidentiality.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting ever-changing demands of clients, funders, employers, and other community stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership and initiative. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement in a highly complex environment.
- **Engagement.** Shows passion for the job and the mission of North Island Employment.
- **Effective Communication.** Fosters open communication, actively listens to others, speaks effectively and respectfully, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows policy, directions and procedures and ensures deliverables are met on time and according to agreed standards.
- **Relationship Building.** Builds strong working relationships with individuals, service providers and businesses in the community to foster a spirit of collaboration, spread awareness of services and create a foundation for working relationships.

### Qualifications – preferred mix of knowledge, skills, experience and education:

- Experience working directly with youth (including those with complex challenges) in counselling, coaching or mentoring roles in the employment, education or human service sector
- Experience working with a diverse range of clients including in-person, outreach & virtual services
- A post-secondary certificate, degree, or diploma in a relevant field (e.g. child and youth, career or employment development, vocational rehabilitation, community support, social work, psychology, sociology, human services, counselling, education or human resource management).
- Collaborative, flexible team player able to work with and within a wide range of community, social service, healthcare and education professionals and settings
- Skilled in group facilitation and comfortable interacting in public and community
- Certification as a Career Development Professional (CCDP) would be an asset or willingness to pursue training and steps to gain CCDP certification
- Comfortable using technology and highly proficient digital skills for assisting youth with online job search, education planning, facilitating groups and meetings, email, Microsoft Office applications including advanced keyboarding and data entry into case management databases
- Valid driver's license and access to a vehicle is required to transport youth on a regular basis
- Work schedule is usually Mon – Fri daytime hours but need to be available to work occasionally into the evening or on a weekend
- A vulnerable sector criminal record check is required - employment is contingent on the results
- This position requires proof of COVID-19 vaccination as Foundry is a public health facility