



Employment & Community Development

YES Program Employment Counsellor / Facilitator: Richmond, BC

Employment & Community Development - Mennonite Central Committee BC, (MCC)

MCC is the international relief, development and peace agency of the Mennonite and Brethren in Christ Churches in North America. MCC serves among people suffering from poverty, conflict, oppression and natural disasters. In British Columbia we support international relief and development efforts and we also have local programs, including Employment & Community Development. For more information about MCC visit www.mcc.org

Requirements

Staff working in the Employment & Community Development Department are expected to exhibit a commitment to and respect for the organizational mission, beliefs and culture of MCC, understand the issues faced by marginalized groups, respect and appreciation that all people have the right to access services in their local community,

Program Description: *Youth Education, Employment, and Empowerment Services (YES)*

The YES program is a multi-agency intervention aimed at assisting older immigrant youth and young adults, under the leadership of the Richmond Multicultural Concerns Society. Located in Richmond it aims to train and support these young people to overcome language and other settlement barriers to education and training opportunities available to the general population. **The program is designed to empower the youth by connecting them to their community by introducing them to Richmond through cultural and recreational activities and field trips.**

This position requires an experienced employment professional who has strong communication, group facilitation and conflict resolution skills. They will be flexible, manage time well, work as part of a team and have experience with youth facing multiple barriers to employment. Approach to youth should be empowering, and respectful of all persons regardless of race, gender, age or sexual orientation.

Duties: Reporting to the Project Coordinator, the successful candidate will:

- Share with other staff in the day-to-day responsibilities of recruitment, participant consultation, needs determination and referral recommendations.
- Design, deliver, and refine program curriculum sensitive to the issues of the target group, while monitoring program progress and outcomes.
- Facilitate modules focused on career development, education planning, job search, employability skills and personal management skills.
- Monitor participant progress on a regular basis, recording summaries in individual files.
- Monitor community service activities, maintaining liaison with agencies involved
- Understand and maintain clear professional standards of conduct aligned with the organizational Code of Ethics.

- Provide direction and encouragement to participants in the location of work experience placements.
- Monitor work experience placements by phone (weekly) and on-site (at least once per placement), keeping accurate records of participant and employer contacts
- Provide feedback to participants on their performance in the work experience placement
- Be accessible in provisioning of timely one-on-one counseling.
- Maintain organized files for quick retrieval of timely information by self and co-worker.
- Work closely with Youth/ Family Support Worker to assist clients in overcoming personal barriers.
- Work cooperatively with Program Facilitator/ ESL Instructor to coordinate scheduling and ensure learning objectives are being met and facilitated appropriately.
- Work cooperatively with Program Coordinator, ensure confidentiality and maintain good working and professional relationships with program partners.
- Maintain contact and work in cooperation with partnering agencies and community service providers.
- Participate in regular staff meetings.
- Execute other tasks as assigned by the program coordinator.

Qualifications:

- A degree in education, social sciences, social work or equivalent education and experience
- A high degree of willingness and ability to work in an active team environment.
- Strong organization and time management skills. Ability to be flexible and multi-task.
- Strong verbal and written communications skills for working with target group, giving and receiving instructions, participating in meetings and writing reports.
- Effective inter-personal skills and an ability to represent the organization to community agencies, flexibility and a cooperative team approach.
- Experience in facilitation and knowledge working with at risk / **immigrant youth**.
- Provide direction and encouragement to participants in the location of work experience placements.
- A professional yet personal approach. A high level of respect and empathy for the diversity of the people served and an ability to maintain client confidentiality.
- Excellent working knowledge of MS Office, particularly **Word**, Access, Excel and **PowerPoint**.
- Knowledge of the local labour market, and methods to maintain current understanding of local influences.
- Enthusiasm, flexibility, a non-judgmental approach, and a reflective learning style
- Understanding of cultural and settlement barriers faced by this target group
- Strong working knowledge of local ESL resources is an asset.
- Experience facilitating workshops and activities with immigrant youth.
- Able to facilitate to groups with a wide range of needs and abilities.
- A suitable criminal records check

PLEASE INDICATE YOUR INTEREST WITH A RESUME AND COVER LETTER TO:

John Dawson, MCC BC ECD Director
 email: jdawson@mccbc.com

1. This is a 35 hour per week position
2. Anticipated start date: July 2010