



# WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit [www.woodgreen.org](http://www.woodgreen.org) for more information.

---

<b>Internal Candidates only may apply:</b>	February 10 – 14, 2017
<b>Job Posting Application Deadline</b>	February 24, 2017 at 5:00 pm
<b>Job Title:</b>	Youth netWorks Outreach Worker/Facilitator
<b>Program &amp; Unit:</b>	Youth netWorks, Workforce Development
<b>Work Week:</b>	21 hours/week
<b>Salary Grid Level:</b>	G8 - \$26.27/hour
<b>Employment Category:</b>	Bargaining Unit – Contract – December 31, 2017

---

## Program Overview

WoodGreen Community Services, in collaboration with United Way of Toronto and York Region, and five other local Community Youth Service Delivery Organizations will be launching a pilot initiative, Youth netWorks, whose main objective will be to connect young people, who are looking for career opportunities, with career-related networks and mentors. We are in search of an individual who possesses outreach and Facilitation skills to assist us as we launch this initiative.

## Position Summary

The Youth netWorks Outreach Worker/Facilitator reports to the Manager, Rites of Passage and is responsible for working collaboratively with the local community partners in identifying, recruiting and developing a pool of 150 Young Job Seekers, who are out of work out of school or who are currently underemployed. Your primary task will be to support these young job seekers as they move through their Networking and Mentoring process.

## Main Responsibilities:

- Promotes netWorks to youth
- Facilitate the outreach and selection of 150 Youth participants
- Ensures 106(71%) participants attend a minimum of one Network Session and participate in a minimum of one Coffee session.
- Lead the creation and support of this group as they move through their Networking and Mentorship training.
- Screens and recruits youth, based on program criteria
- Orients youth to the program
- Supports youth in creating profiles and accessing networking through the netWorks' online platform
- Provides ongoing employment and wraparound services support to participating youth
- Track and support mentor-mentee relationships
- Monitor and track participant feedback and outcomes
- Maintains a daily up-to-date inventory of contacts.
- Represents the organization in a professional manner at all times
- Participates in community related committees and functions to enhance cooperation between the various key stakeholders.
- Maintains an updated program and client files and statistics.
- Maintains all aspects of client confidentiality.

## Required Education and Registration:

- Undergraduate Degree in Social Work or College Diploma, Youth Services Worker, with 2 years' experience working with young people.

## Preferred Qualifications:

- A sound understanding of Networking and Mentorship principles
- A minimum of 2 years' experience working with young people in community development activities.
- Highly developed facilitation skill
- Demonstrated outreach, marketing, organizational and planning skills
- Effective communication (written and oral) and presentation skills
- Experience in client support and referral process
- Strong computer skills with knowledge of Windows 7, MS Office, and Internet
- Demonstrated ability to work and cooperate in a team
- Strong interpersonal skills
- Strong group presentation and facilitation skills
- Demonstrated ability to plan, implement and evaluate workshops
- Proven ability to work with clients of various backgrounds and needs
- Strong time management skills
- Demonstrated group leadership and program development skills.

---

## To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

**WoodGreen employees ONLY** – apply to [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org). Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

**All other applicants** – apply to [employmentservices@woodgreen.org](mailto:employmentservices@woodgreen.org), Att: Paul Osbourne

---

**We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.**

**WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.**