



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

## ***Youth Settlement Counsellor (2 vacancies)*** ***Competition #2019-004-BO***

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<b>Employment Type:</b>	Full-Time, Bargaining Unit
<b>Work Hours:</b>	34 hours/week
<b>Salary:</b>	G7 - \$46,782
<b>Application Deadline:</b>	January 21, 2019 by 11:59 pm

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### Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81<sup>st</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### Program Overview – Youth Settlement Services, Building Opportunities

WoodGreen Building Opportunities has helped newcomers, immigrants and refugees in East Toronto to settle, adjust and integrate into society during the past four decades. Funded by three levels of government, Building Opportunities operates settlement services, language programs, job search services, employment bridging/mentorship programs, networking activities, and social and recreational activities.

### What You Will Do

- Provide one-on-one information and orientation, group programs and referral services to newcomer youth in person as well as through online services and links them with community resources in education, language development, employment, career development, housing, healthcare, and recreation.
- Support newcomer youth to find meaningful employment and training.
- Provide supportive counselling and crisis intervention.
- Provide group programs and events to support information and awareness of services.
- Plan, implement and evaluate a program plan that provides a range of opportunities, available to newcomer youth, in the areas of settlement, employment, language classes, computer training and other services.
- Actively work with schools, libraries, community organizations, faith organizations, recreation centres, local employers, health and family centres, local immigrant groups, malls, ethnic media and websites to maximize newcomer youth access to resources, and to enhance capacity for services.
- Ensure that promotional materials are created, updated and distributed, and outreach activities are conducted as planned.
- Meet the prescribed target for clients and related services.

### What You Bring to the Team

- Bachelor Degree in Social Work, Education or a related discipline.
- Minimum of two (2) years' experience serving newcomer youth within the settlement field.

### What Will Set You Apart

- Second language a strong asset.
- Strong English language skills both verbal and written and able to communicate effectively.
- Knowledge about issues of newcomer youth.
- Ability to support newcomer youth with specific needs and challenges.
- Experience working with local schools, community centres, faith organizations and community agencies.
- Familiarity with IRCC programming.
- Experience working with TDSB.
- Knowledge of local communities and resources available to newcomer youth.
- Demonstrated experience in workshop facilitation, case management, and ability to prepare quality progress notes and case documents.
- Demonstrated ability to work and cooperate in a cross-functional team environment.
- Cultural sensitivity and ability to communicate with clients from diverse cultures and backgrounds.
- Strong organizational and planning skills.
- Strong time management skills and ability to meet deadlines.
- Strong computer skills with knowledge of Windows, MS Word and Internet.
- Ability to keep accurate, up-to-date records and enter data into relevant data management systems.

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	careers@woodgreen.org

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. 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 required. Information received relating to accommodation will be addressed confidentially.***