



WoodGreen Community Services *Job Posting* **YOUTH SETTLEMENT COUNSELLOR**

Our Vision:

A Toronto where everyone has the opportunity to thrive

Employment Type:	Contract (until June 30, 2018), Full/Part-Time, Bargaining Unit
Work Hours:	34 hours/week until March 31, 2018, 22 hours/week thereafter
Salary:	G8 - \$26.64/hour
Application Deadline:	November 20, 2017 by 5:00 pm

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 80th 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 to learn more about who we are and what we do.

Program Overview – Youth Settlement Services, Newcomer Services

WoodGreen Newcomer Services has helped newcomers and refugees in East Toronto to settle, adjust and integrate into society during the past four decades. Funded by three levels of government, WoodGreen Newcomer Services operates settlement services, language programs, job search services, employment bridging programs, mentorship program, 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 and refugee 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 and refugee youth to find meaningful employment and training
- Provide supportive counselling and crisis intervention to newcomer and refugee youth
- 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 and refugee youth in the areas of settlement, employment, language classes, computer training and other services
- Actively works 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 and refugee youth access to resources, and to enhance capacity for services
- Collaborate with Newcomer Services colleagues and other units to enhance outreach capacity
- Ensure that promotional materials are created, updated and distributed, and outreach activities are conducted as planned
- Keep accurate, up-to-date records, including statistical data, orderly case files and complete reports, and enter data to relevant data management systems as required by WoodGreen (CTMS) and IRCC (iCARE)
- 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 two (2) years' experience serving newcomer youth within the settlement field

What Will Set You Apart

- Second language considered a strong asset
- Strong English language skills both verbal and written, with ability to communicate effectively
- Knowledge about issues facing newcomer and refugee youth
- Ability to support newcomer youth with specific needs and challenges
- Familiarity with IRCC programming
- Experience working with the TDSB
- Knowledge of local communities and resources available to newcomer and refugee youth
- Experience in workshop facilitation, case management, and ability to prepare quality progress notes and case documents
- Demonstrated ability to work and cooperate in a team and across teams
- Cultural sensitivity and ability to communicate with clients from diverse cultures and backgrounds
- Strong organizational/planning skills and team work skills
- Strong time management skills and ability to meet deadlines
- Strong computer skills with knowledge of Windows 2000, MS Word and Internet
- Ability to keep accurate, up-to-date records and enter data to 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 and excellent benefits packages for PSW, contract and full-time 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 position title in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	imsjobs@woodgreen.org , Attn: Lenard See

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 of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.