CATHOLIC CENTRE FOR IMMIGRANTS
CENTRE CATHOLIQUE POUR IMMIGRANTS

Job Posting: Community Connections – Youth Worker

Under the direction of the Program Manager, the staff member in this position will provide ongoing support to female newcomer youth (14 years to 24). The ideal candidate will understand and support CCI's mission, possess experience in the settlement and integration of newcomers to Canada, strong communications and interpersonal skills, excellent organizational abilities and exceptional cultural competency. We are looking for a self-starter with initiative who enjoys working in a fast-paced environment.

This position reports to: The Program Manager

Starting Date: As soon as possible

Employment status: Full-time (70 Hrs/bi-weekly)- Indeterminate position

Salary: $25.23/hr

Main Responsibilities:

- Design and deliver workshops for newcomer youth
- Conduct needs assessment, integration action plans and facilitate appropriate referrals
- Reach out to newcomer youth
- Provide youth clients with information and access to relevant community resources
- Provide one-on-one support as needed, at the office and offsite
- Encourage participation of newcomer youth in educational, social, community and employment activities
- Develop partnerships and participate in meetings and activities that promote understanding of newcomers and the enhancement of access to services
- Assist in recruitment of volunteers that can be mentors/peers of newcomer youth
- Work collaboratively with volunteers and staff to ensure efficient and effective delivery of CCI events and activities
- Assist with social media platforms: information and administration
- Maintain accurate service records and program documentation
- Provide activity reports and statistical information as required
- Other duties as per Program Manager request

Key Qualifications:

- Post-secondary education in social services, or an equivalent combination of education and experience, with a minimum of two years of experience in working with youth
- Knowledge and demonstrated competence in engaging newcomer youth
- Knowledge of services and resources available to assist newcomer youth.
- Ability to provide one-on-one support and facilitate workshops and group sessions.

- Strong presentation skills, interpersonal skills and cultural competency
- Excellent leadership, organizational skills, multi task and the ability to set priorities and meet deadlines.
- Ability to deal with confidential material and matters
- Excellent interpersonal and conflict resolution skills
- Ability to outreach to and partner with mainstream and settlement services
- Fluency in oral and written English is REQUIRED, French and other languages a strong asset
- Ability to work evening and weekend hours at the office and offsite, is required
- Ability to perform duties independently and with minimal supervision
- Ability to function in a multidisciplinary, culturally diverse workplace
- Excellent social media and computer skills and proficiency with Microsoft Office Suite
- Access to a vehicle is a strong asset
- Due to operational requirements, only female candidates may be considered for this position

Please send your CV with a cover letter to Jobs@cciottawa.ca
Deadline for applications is **Tuesday, January 22nd, 2019**
Please note that only those selected for an interview will be contacted

CCI is committed to providing a barrier-free workplace and promoting respect for all people. CCI will make every reasonable effort short of undue hardship to create a workplace environment that is as free from barriers as possible.
CCI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.