

August 25th, 2021

Job Posting
(Internal & External)
Project Worker, Youth Employment
(Full-time, until December 31, 2022)

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to assist newcomers in adapting to Canadian life in their neighbourhood and to provide support to Canadians in building a stronger community. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking one full-time Project Worker, Youth Employment to be responsible for providing youth employment programs and services to youth from different ethnic backgrounds and experiencing barriers to employment.

The details of this job posting are listed as the follows:

Job Title:	Project Worker, Youth Employment	File #:	#13-21
Hours of Work:	37.5 hours / week (required to work irregular hours including evenings, weekends and some holidays)	Unit:	Employment
Location:	TCCSA York Centre	Closing Date:	October 22, 2021

Essential Duties and Responsibilities

- To conduct assessments to determine employment needs of ethnic youth and suitability for programs, and summarize assessment results;
- To plan, organize, facilitate, implement and evaluate youth employment activities for ethnic youth;
- To work closely with ethnic youth to identify employment goals, develop service plans and achieve goals;
- To design and facilitate training for the development of wide range of skills and knowledge for ethnic youth to increase their chance of getting their first work experience and succeeding in the workplace;
- To provide support to ethnic youth to explore their career pathways;
- To empower ethnic youth to make informed career plan and decisions;
- To help ethnic youth to overcome individual employment barriers;
- To connect ethnic youth to professionals and employers to have exposure to the labour market and establishing a mentoring relationship;
- To evaluate program approaches and adjust training activities based on identified clients' needs;

- To assist ethnic youth to develop and review job search materials including resumes and cover letter; equip ethnic youth with skills to handle work placement interviews;
- To provide on-going support to participants and host employers during work placements to assess progress and record outcomes;
- To monitor program activities, budget and expenses as directed;
- To generate and maintain all records pertaining to project and clients in a timely and professional manner;
- To update the agency clients' database (OCMS), report all relevant data on a regular basis;
- To prepare and submit timely statistical and progress reports as required;
- To ensure programs and services are culturally sensitive to service recipients, and support project goals;
- To establish and maintain excellent service quality for clients;
- To positively represent TCCSA and promote program and services in the community;
- To attend internal/external meetings as required;
- To establish and maintain excellent working relationship and communication with internal and external groups to provide service to special newcomer groups;
- To work collectively with the project team to meet contractual targets and deadlines;
- To work in all four TCCSA locations (Downtown, Mississauga, Markham, Scarborough), and any other location as the Association expands;
- To perform other duties as may be assigned by Project Manager.

Qualifications

- University degree in relevant area or equivalent in Career Counselling, Social Services or related discipline;
- Minimum of two years' experience in employment/social services, job development or related fields is required;
- Good understanding of all facets of job search and career development including an understanding of labour market trends and resources;
- Thorough knowledge of local labour market, job search strategies and techniques;
- Experience working in support of young people from different ethnic backgrounds and experiencing barriers to employment;
- Be innovative, knowledgeable and experienced in program design, activity organization, group facilitation and community outreach;
- Excellent knowledge of government and community resources;
- Effective communication skills to work with clients from diverse cultural backgrounds;
- Demonstrated interview, assessment, analytical and problem-solving skills;
- Good organizational skills, ability to multi-task while maintaining accuracy in data collection and reporting;
- Excellent inter-personal skills; demonstrated team work experience and ability to establish and maintain excellent working relationship with stakeholders;

- Proficiency in written and spoken English, as well as a second language commonly used by clientele is an asset;
- Proficiency with OCMS, MS Office, Google Services and social media that facilitate work, communication and online marketing, knowledge in graphic software is an asset;
- Confident and experienced in virtual service delivery is an asset;
- Ability to work effectively both independently and as part of a team;
- Must be able to work flexible hours, including some evenings, weekends and holidays;
- Must be legally entitled to work in Canada;
- Proof of a clear “Vulnerable Sector Screening” with a local police service is mandatory;
- Able to travel in the GTA, has a valid Ontario Driver’s license and access to a car is an asset.

Application

Please submit application by **October 22, 2021, 5:00 pm** through email: recruit@tccsa.org.

Applicants should quote file #13-21 Project Worker, Youth Employment on the application.

We thank all applicants who are interested in this position. Only selected candidates will be contacted for interview. Regrettably we cannot accept telephone enquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.