

JOB POSTING

Position: Mentoring Coordinator- Punjabi and English speaking

Start Date: January 11, 2021 Hours: 28 hours/week Location: Abbotsford

Application Deadline: December 30, 2020

Responsibilities & Duties

- Works under direction of the Program Manager
- Responsible for all case management tasks including:
 - recruitment, screening, training, matching and supervision of volunteer mentors and youth participating in our programs
 - administrative duties associated with managing a caseload
 - adheres to National Standards while performing casework duties

Expectations

- Demonstrates belief in BBBS Mission, Vision and Diversity statements of the agency
- Respects all the policies pertaining to program and organization
- Communicates and interacts tactfully and respectfully
- Follows direction carefully and independently
- Demonstrates sound organizational and planning skills
- Performs multiple tasks and responsibilities in a complete and timely manner

Qualifications

- Diploma in social service field
- Minimum of 2 years' experience working in youth focused social services;
- or an equivalent combination of each

Skills

- Computer proficiency with Microsoft 365 suite applications
- Working knowledge of client records management systems
- Experience with using basic counselling skills (attending, active listening, empathy, etc.)

Requirements

- Fluent in Punjabi and English
- Current drivers' license with business insurance and 3 million liability coverage
- Clear criminal record check

Remuneration

Starting rate: \$20.55/hour (comprehensive benefits package after 3 months of continuous employment)

Please apply, in writing, to corina.carroll@bigbrothersbigsisters.ca

No phone calls please. Only qualified applicants will be considered.

Big Brothers Big Sisters of the Fraser Valley is an equal opportunity employer.