

## **JOB POSTING**

Position: Youth Worker (Temporary- Canada Summer Jobs Program)  
Reports to: Program Manager  
Start Date: August 30, 2021 End Date: December 17, 2021  
Hours: 17.5 hours/week  
Location: Abbotsford/Mission

### ***General Description***

The Youth Worker will provide support to the Mentoring Coordinators with casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. The Youth Worker will assist with recruitment, selection, training, matching, supervision, monitoring and evaluation of both the volunteer mentors and youth participating in our programs.

The Youth Worker will work within the guidelines, policies and mission of the agency and will be accountable to the Program Manager.

### ***Responsibilities***

- works under direction of the Mentoring Coordinators and Program Manager
- adherence to National Standard guidelines while performing casework duties

### ***Expectations***

- demonstrates belief in BBBS Mission, Vision and Diversity statements of the agency
- adheres to internal administrative reporting and procedures
- respects the policies, including privacy and confidentiality
- communicates and interacts tactfully and respectfully
- exhibits and models a professional demeanor
- follows direction carefully and independently
- exhibits and models appropriate oral and written communication skills
- exhibits and models sound organizational and planning skills
- exhibits and models creative problem solving habits and priority setting skills
- performs multiple tasks and responsibilities in a complete and timely manner

### ***Duties***

- assist with recruitment, orientation, screening, interviewing, training and supervision of volunteer mentors
- assist with orientation, interviewing, screening and assessing youth referred to our agency
- liaise with schools or other involved community and social service agencies as appropriate for assessment of youth as directed by the Mentoring Coordinator or Program Manager
- support and/or co-facilitate child safety training program with volunteers, youth and parent/guardian
- plan, coordinate and facilitate small group activities (in person and online)
- support supervision of active caseload matches in accordance with National Standards

- maintain case notes and appropriate documentation on all cases in accordance with National Standards
- update CRM database as needed/required
- participate in the planning of various outings, events, fundraisers and activities as needed
- participate in public events for the purpose of recruiting and raising awareness of our agency as needed
- performing duties as assigned in a complete and timely manner

### **Qualifications**

- educational focus in child and youth care, social work, criminology, psychology or other related studies
- experience working in youth focused social services;
- or an equivalent combination of each
- awareness of federal and provincial child welfare legislation

### **Skills**

- computer proficiency
- working knowledge of client records management systems
- basic counselling skills (attending, active listening, empathy, etc.)
- ability to work independently
- strong communication skills

### **Requirements (\* Canada Summer Jobs Program requirements)**

- be between 19 and 30 years of age at the start of employment\*
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment\*
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada\*
- current class 5 drivers' license with business insurance and 3 million liability coverage
- clear criminal record check

### **Assets**

- second language proficiency
- knowledge of local community needs

### **Remuneration**

Starting rate: \$17.25/hour + 4% vacation pay

**Please apply, in writing, to [corina.carroll@bigbrothersbigsisters.ca](mailto: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. We celebrate diversity and are committed to creating an inclusive environment for all employees.