



**External Posting
Youth Employment Outreach Coordinator
Greater Victoria**

GT Hiring Solutions 2005 Inc. is seeking to fill the position of **Youth Employment Outreach Coordinator** under the WorkBC Employment Services Program in our Greater Victoria catchment. The estimated start date for this position is no later than April 1, 2019.

GTHS has been a leading provider of high quality employment services on Vancouver Island since 1994, with a mission to work to improve the lives of our Clients by helping them achieve their employment goals while delivering exceptional services. We do so by having fun, being innovative, and championing our team. Placing principles before profit, we are held accountable to the collective conscience of our team, partners and the communities in which we live and work. Openness, honesty, a respectful workplace, as well as a sincere desire to see people and communities grow are the underlying principles that drive all of our actions.

Scope and Purpose

The **Youth Employment Outreach Coordinator** works collaboratively with the WorkBC Centre team, and is responsible for creatively and meaningfully engaging with youth (under 30) both 1:1 and in group settings, utilizing the 3 service delivery channels, in order to increase the consistent and ongoing awareness of employment services offered in the community that are focused on and available to youth. In doing so, this individual will effectively work to remove the barriers that prevent youth from accessing the services of the WorkBC Employment Services Program, thus supporting the increase in youth referrals to WorkBC. The individual within this position will act as a bridge between youth accessing community services and entering into WorkBC Employment services, and in conjunction with the appropriate members of the WorkBC Employment Services team, provide the tools and support necessary for youth clients to navigate a successful entry into the workforce and sustainment therein.

Required Minimum Experience, Knowledge, Skills and Abilities

- Post-secondary degree, diploma or certificate in a relevant field (e.g., career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management)
- Two (2) or more years of related experience in the employment services, counselling or other support services industry
- Proven experience in working with youth, youth at risk, disability clients, aboriginal communities, and persons with mental health and addictions issues; including the ability to develop creative, productive and collaborative working relationships with diverse and/or multi-barriered youth in both one-to-one and group settings

- Working towards or holding an associated relevant professional certification (i.e., CCDP, RRP, etc.);
- Capacity to effectively conduct and interpret Client needs assessments and employ exploration tools in accordance with individualized Client needs and abilities;
- Demonstrated experience providing services and support to individuals with complex barriers, including barrier identification and resolution;
- Extensive knowledge of job search and networking strategies;
- Experience in, and the ability to, successfully coach and mentor Clients to gain effective job search tools and strategies;
- Ability to build and maintain a network of partnerships with local employment and community agencies, employers, social service & referral programs, and other relevant stakeholders;
- Excellent communication skills (oral and written);
- Proven ability to successfully work with and support individuals from a broad range of cultural backgrounds based on a sensitivity to and understanding of the unique challenges they may face;
- Strong administrative skills and computer proficiency with specific emphasis on MS Office (Word, Excel, Outlook) and customized databases;
- Alignment with and ability to display GTHS' organizational core values of: integrity, excellence, continued growth & development, compassion, partnerships and passion
- Multilingual (English plus French or another language) ability to communicate effectively with Clients, both verbally and in writing is preferred.

Please Note: A clear criminal record check and/or certified criminal record report including vulnerable sector check is mandatory from your local police department. (Can be dated within the past 12 months)

Competitive salary and benefits offered.

Please respond by email with the position identified as **YouthOutreachVictoria** in subject line and attach a cover letter and resume outlining your experience and qualifications. Applications must be received by **4pm on Monday, February 4th, 2019**. Please send your application package to hr@gthiringsolutions.ca