



**YMCA-YWCA of the NATIONAL CAPITAL REGION
POSITION VACANCY – INTERNAL/EXTERNAL POSTING**

Position: Youth Advisor

Department: Housing, Employment and Newcomer Services

Location: Your Job Story – 150 Isabella St. Suite 201, Ottawa

Type: Full time Permanent

Preferred start date: May 19, 2021

Closing date: May 5, 2021

Overview

As one of the largest charitable community service organizations in the National Capital Region, the YMCA-YWCA of the National Capital Region responds to critical social needs in the community and works to provide solutions. Serving more than 90,000 children, youth, and adults across our region annually, we are committed to promoting healthy living and fostering social responsibility within the community. This position requires a commitment to the Y mission and core values of responsibility, honesty, caring, and respect, and inclusion, which form the foundation of all Y programs and services.

Nature and Scope

Reporting to the Director; Your Job Story Program, Youth Advisor is responsible to provide orientation information and consultation to the youth participants and to develop and facilitate training workshops focusing in three key areas: essential skills, life skills and pre-employment skills. The Youth Advisor will provide mentorship and assist youth in navigating their personal success plan as it relates to reentering the local labor market or training opportunities. As part of a team, the Youth Advisor is responsible to continually update and develop course materials, resources and curriculum.

The Youth Advisor presents a professional appearance and attitude at all times, and ensures excellent customer service is provided to participants through providing coaching and mentorship and general program delivery. The Youth Advisor ensures that the mission, purpose, image and core values of the YMCA-YWCA of the National Capital Region are conveyed to program participants and partners at all times.

Some of the tasks of this position include:

- Directly involved with participant recruitment and selection of youth aged 15-30
- Directly involved with participants in the setting/attaining of goals
- Building strong rapport with participants and assist them in overcoming barriers
- Direct delivery and facilitation of group activities and workshops on a regular basis
- Provide coaching and mentorship to the youth participants
- Provide further development to the Your Job Story program curriculum and activities



- Create and maintain employer contacts to assist in job matching with the youth
- Maintain accurate and timely records/statistics and evaluation information related to the activities undertaken/outcomes achieved
- Facilitate Pre-Employment coaching as well as job developing

Competencies

- **Organizational Awareness and Understanding:** Demonstrates and promotes a personal understanding of and appreciation for the vision, mission and values of the National Capital Region YMCA-YWCA.
- **Planning and Organization:** Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term work goals.
- **Problem Solving:** Ability to identify and issue, gather and process relevant information, determine possible solutions, select appropriate responses and implement and evaluate them.
- **Communication and Interpersonal Skills:** Ability to speak, write, listen and secure information in a variety of settings. Ability to cooperate with others to achieve results. Ability to create and build relationships inside and outside the organization.
- **Teamwork:** Participates actively in a team for program quality and effectiveness.

Qualifications

- Fluent in English and French, oral and written essential
- Post-secondary degree or diploma in Social Service Work or related field essential
- Familiar with community resources a strong asset
- Ingenuity and creativity are required to engage participants who are having difficulty acquiring certain skills or achieving a difficult goal
- Experience in providing coaching and mentorship
- Knowledge around mental health, drug and/or alcohol use an asset
- Intermediate computer skills; use of database, MS suite, virtual platforms such as MS Teams
- Experience working with Youth in a supportive setting, at risk youth, or youth with barriers
- Strong interpersonal and communication skills with the ability to motivate and build rapport with diverse clients
- Excellent Customer Service Skills particularly as it relates to at risk youth and Newcomers to Canada



Requirements

- Must have access to a vehicle
- Must be able to work virtually and in the office
- Applicants must already have a valid permit to work in Canada.
- Must provide a Criminal Reference Check for the Vulnerable Sector, not older than 6 months, as per Association policy
- Annually all staff must complete the mandatory training for the Protecting Children, Youth, and Vulnerable Persons, and submit the certificate of completion

How to Apply

Cover letter and resume must be submitted no later than the closing date to the YMCA-YWCA of the National Capital Region, to Vanessa McNicoll, hiring manager: vanessa.mcnicoll@ymcaywca.ca

Please use the position title as the subject line in your application e-mail.

All internal applicants must inform their supervisor of their intention to apply for the position.

The YMCA-YWCA of the National Capital Region is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. We believe all people have the right to live free from discrimination or harassment of any kind. Any information you send us will be handled respectfully and in complete confidence.

The YMCA-YWCA of the National Capital Region is committed to providing a safe environment for children. Candidates will be thoroughly screened using background checks and a review process.

Thank you for your interest. Only those selected for further consideration will be contacted.