



4460 Beresford Street
Burnaby, B.C., V5H 0B8
604-431-0400 Fax 604-431-9499
www.burnabynh.ca

Job Description

Youth Employment Case Manager

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. The role of the Youth Employment Case Manager is to provide support to and job development opportunities for vulnerable youth 15 to 30 years old.

General Duties and Responsibilities:

- Works with the Coordinator to ensure the successful completion of deliverables of the contract.
- Provides individual employment counselling and life skill coaching to youth and maintains ongoing support throughout the project.
- Works with and supports chosen businesses to provide 12 week workplace experiences to youth
- Develops placements for youth into suitable 12 week work experiences.
- Works with youth to research suitable skill based training that will support work placement.
- Provides facilitation support of the 8 week Group Employment Workshops.
- Provides individualized needs assessment of skills and employment and education goals
- Facilitates connections to BNH literacy assessments and one to one tutoring support
- Liaises with each youth's existing support network and provide appropriate referrals for additional supports
- Provides progress assessments of youth and report writing as required.
- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.

Qualifications:

- Excellent experience working with vulnerable populations between the ages of 15 to 30.
- Knowledge and awareness of issues surrounding diversity and multiculturalism and vulnerable populations
- Excellent computer skills and experience.
- Experience with individualize counselling and coaching
- Excellent group work and facilitation skills
- Excellent cross cultural communication and interpersonal skills.
- Excellent organizational skills.
- Ability to work independently and as part of a team.
- Experience working in a community based organization an asset.

Hours of Work & Rate of pay:

35 hours a week, 9 month term position, renewable depending on funding. \$19.20 per hour

Accountability: This position reports to the Youth Employment Coordinator

Closing Date: September 20, 2019

Position Starts: October 1, 2019

Please reply with resume and cover letter quoting the position you are applying for to: simoneg@burnabynh.ca