



# Northwest London Resource Centre

## **Community Connection Youth Worker Assistant Job Description**

### **Report to:**

The Community Connection Youth Worker Assistant will be an employee of Northwest London Resource Centre (NWLRC). Day-to-Day supervision/consultation will be provided by the Coordinator of NWLRC Settlement Services in the form of formal supervision meetings as well as informal support as requested by the Community Connection Youth Worker.

### **Qualifications:**

Social Service Worker Diploma, Social Work Degree, related fields of expertise or extensive experience of over 3 years actively supporting newcomers and referring newcomers, refugees and immigrants to needed services.

### **Hours:**

Position is a full-time position and will run from Tuesday to Saturday. In the evenings and weekends will be required.

### **Hours per Week:**

37.5 hrs./ week

### **Wage:**

\$22.50/ hour

### **Duties:**

Provide newcomer youth opportunities to establish Canadian life skills, support successful academic results and establish first step in early professional networks. This will be done through:

### **Responsibilities:**

- Provide opportunities for newcomer youth to be engaged to become productive members in their community
- Develop an outreach strategy/training & support system that will engage local newcomer youth
- Set up and run after school organized program activities in a safe space
- Connect area newcomer youth with local and city wide service providers
- Work in conjunction with the Youth Council of the NWLRC
- In conjunction with the other settlement staff support newcomer youth to volunteer to develop life skills and interpersonal skills
- Identify and provide monthly workshops related to newcomer youth needs
- Engage and empower newcomer youth to join the Youth Council and other volunteer positions
- Provide and facilitate information sessions for newcomer youth in areas pertinent to settlement issues such as financial literacy, rights and responsibilities and about life in Canada
- Provide leadership training workshops for newcomer youth in partnership with other agencies such as the City of London Staff
- Act as a positive role model to the newcomer youth that attend the programs



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## **Qualifications:**

- Experience working directly with newcomer and isolated youth
- Additional language is an asset such as Dari or Persian language
- Ability to work with a diverse population
- Strong communication and organizational skills
- Highly motivated and a self- starter
- Ability to work independently as well as within a team
- Responsible, trustworthy, approachable and friendly
- Organized and comfortable with promotion and report writing
- Have the ability to connect with newcomer youth and get them involved
- Maintain accurate written records and files pertaining to settlement services provided to clients.
- Enters statistical information in a data system using an IRCC approved tracking system, known as (iCARE)
- Ensure appropriate and confidential handling of client information
- Wears a name badge.
- Provide a current Police Check
- Attends staff meetings and training opportunities
- Operate in accordance with policies, procedures, guidelines and protocols of the NWLRC/SLNRC
- Participate as a member of NWLRC team by furthering collective team goals.
- Involve resourceful individuals from different community services in these programs
- Accept other duties as assigned by the Coordinator of NWLRC Settlement Services
- Applicants must be able to provide proof to show that they are fully vaccinated upon the Agency's request

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This is an Internal and External posting. If you are interested in applying for this position, please submit your resume and a detailed cover letter by EMAIL ONLY to: Vincent Tao, Administration Coordinator. Email: [Vtao@slnrc.ca](mailto:Vtao@slnrc.ca)

*We work together to “empower and enrich the neighbourhood in an inclusive environment.*