



Job Focus Developer (2 Positions) **REACH (Reaching Employment through Academic & Career Heights) Program**

BGC East Scarborough is a multi-service organization that serves children, youth and their families in Scarborough. We are currently recruiting for a highly skilled and dynamic individual to join our team and facilitate the placement of the REACH Program participants. The position will require experience and understanding of working with youth facing significant barriers to employment.

Program Objectives: The purpose of the REACH Program is to assist youth between the ages of 15-30 who are out of school and out of work, to gain much-needed employment and life skills. The program will enable youth to make the transition to the labour market. Participants in this program will take part in a screening process prior to acceptance into the program and will be expected to complete group-based employability skills, as well as the work experience component of the program. The Club continuously provides quality employment programs that educate, build self-esteem, and ultimately initiate positive change and personal success in individuals.

The primary responsibilities of this position are to source employment opportunities; conduct skills assessments; work with the REACH Program team in the development of program workshops as required to address the needs of program participants.

Major Responsibilities:

- Maintain strong contacts and liaise with businesses and industries concerning current and upcoming employment opportunities
- Match participants to available employment opportunities of their choice work/education;
- Organize and ensure all program participants have secured placements and are supported in the work placement
- Schedule and attend placement visits to monitor the progress of participants, and deal effectively with any issues/concerns that arise.
- Carry out Health & Safety assessments of work placement settings, being aware of the issues surrounding Health & Safety/Safeguarding within the workplace environment.
- Assist in the distribution of relevant documentation to employers concerning work placement.
- Connect participants with employment and/or higher education opportunities.
- Communicate openly with the Program Coordinator and team members.
- Assist team in organizing effective workshops and training sessions for program participants; planning, facilitating and outreach
- Interview participants to assess readiness and need for the programs
- Advise program participants on placement requirements and terms and conditions of employment placement.
- Accurately record and submit participant hours for payroll in a timely fashion
- Refer participants to community agencies (i.e. food banks, clothing banks, child care services, etc.) for resources to help them address personal concerns that may hinder employability
- Work effectively in a cooperative, team environment and able to take initiative and work independently
- Knowledge of Scarborough community and its diversity
- Assist in the areas of Job Maintenance, Job Search, Job Placement, Career Decision Making, or other identified employment needs
- Conduct exit interviews and collect client evaluations of program experience.
- Follow-up with clients at appropriate intervals to assess progress and record outcomes
- Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer's special needs,
- Knowledge of the local labour market is essential; knowledge of broader labour market conditions and how to obtain information is also necessary
- Other job-related duties as assigned by the REACH Program Coordinator and/or Manager, Youth and Community Outreach

Qualifications:

- Post-Secondary/ University Degree in Social Sciences or Social Work and/or Diploma in Social Services or Career and Work Counselling or equivalent work experience
- 2-5 years experience facilitating and working with groups of harder to employ clients facing multiple barriers to employment or 2-5 years experience in related duties and responsibilities.
- Solid knowledge of the Canadian labour market, Canadian workplace practices, job search strategies and techniques
- Ability to exercise independent judgment and discretion in dealing with the general public.
- Strong problem solving and analytical skills and ability to perform duties with minimal supervision.
- Demonstrated ability to interview and assess client (jobseeker and employer) needs including the ability to address sensitive and complex issues.
- Must possess strong communication skills both written and oral.
- Knowledge of computer applications, employment training and career assessment skills.
- Demonstrated experience in employment-related services.
- Knowledge of Employment Standards Act, Human Rights Act and other Employment Legislations.
- Current Standard First Aid and CPR.
- Valid Ontario driver's licenses with access to a reliable vehicle

Job Code: JFD-REACH 21

Hours of work: 30 hours per week

Please submit your resume to: hr@esbgc.ca