

**Youth Employment Services Manitoba (YES Manitoba) is seeking a full-time Employment Facilitator.** This position supports youth aged 16 to 29 to access the labour market including teaching job search skills, conducting job readiness assessments, identifying barriers to employability, providing group and individual workshops, and monitoring client progress.

<b>Position:</b>	Employment Facilitator
<b>Hours:</b>	37.5 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.)
<b>Start date:</b>	ASAP
<b>Salary:</b>	\$20.50 to \$23.50 per hour
<b>Benefits:</b>	Group health & dental plan   Employee assistance program   Three-weeks paid vacation
<b>Location:</b>	Youth Employment Services Manitoba, 614 – 294 Portage Ave, Winnipeg, MB

### **Specific Responsibilities:**

Reporting to the Executive Director, the Employment Facilitator works one-on-one with clients and fellow team members to provide comprehensive and inclusive employment services. Duties include:

- Complete client intakes and assessments to obtain individuals' employment history, educational background, strengths, areas of interest, and barriers to employment.
- Manage ongoing client case load and support development of job readiness skills such as job search strategies, resume and cover letter writing, preparing for job interviews, and maintaining employment.
- Assist clients to evaluate and understand career options, setting realistic goals and developing action plans; provide necessary support, guidance, and connections to resources and life skills.
- Assist with community and employer outreach to expand agency's visibility and reach and liaise with partners to assist clients in exploring various work and training options available.
- Collect and distribute relevant information regarding job openings, career entry and skill requirements, occupational information, and training and educational opportunities to support clients' professional development.
- Provide clients with relevant internal and external skill development opportunities to help prepare clients to transition to the workforce and live independently.
- Complete comprehensive, accurate client file documentation, conduct regular follow-ups with clients and/or case workers, and complete weekly database entry tasks.
- Support evaluation activities, help to prepare monthly and year-end reports, and ensure annual program targets are met.
- Prepare and deliver job readiness workshops and community presentations.
- Organise programs and events (such as monthly volunteering days) to assist clients with gaining skills and experience.
- Assist the Resource Area staff to ensure coverage of tasks (intake, reception duties, client needs, etc.) and other duties, as assigned.

**The Employment Facilitator will possess the following qualifications and attributes:**

- Certificate, degree, or diploma in social work, humanities, education, career development, or counselling. A combination of education and previous experience will be considered.
- Strong computer skills, with proficiency in Microsoft Office Suite and Office 365, including spreadsheet and database software.
- Strong working knowledge of employment barriers, labour market conditions, training and education programs, and community resources.
- Excellent interpersonal skills; comfortable working with youth in a professional manner in one-on-one and group settings, exercising a non-judgmental, trauma-informed, and respectful approach.
- Demonstrated understanding and ability to recognize and appreciate the diversity of cultures, ideas, and opinions; ability to handle conflict and difficult situations in a professional manner.
- Strong written and oral communication skills; experience with professional communication through a variety of mediums including email, phone, and video conferencing an asset.
- Organized and attentive to detail; strong time management skills.
- Self-motivated, self-reliant with an ability to work independently and as an enthusiastic team player with proven capacity to show initiative and take responsibility.
- First aid and trauma informed care/mental health first aid training an asset.
- Valid Class 5 Drivers' License and access to a vehicle is an asset.
- Knowledge of and/or experience accessing YES Manitoba services is a bonus!

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, and AARC will be considered acceptable for the purposes of this policy.

YES Manitoba requires all staff to be fully vaccinated for COVID-19. This requirement applies whether you are working remotely or on-site.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications from all qualified individuals including applications from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the LGBTQIA2S+ community, a person with a disability, and/or a member of a marginalized community, you are encouraged to indicate this in your cover letter. We are committed to accommodating applicants with disabilities throughout the recruitment process and will offer reasonable accommodation to individuals participating in the selection process upon request.

YES Manitoba provides free, inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient and strive to create a warm and welcoming environment for clients, community members, and staff. We meet people where they are and for who they are.

YES Manitoba offices are located on Treaty One territory, on the traditional territory of the Anishinaabe, Cree, Oji-Cree, Dene, and Dakota Peoples, and the Homeland of the Metis Nation.

**Please email your cover letter and resume to [hr@yesmb.ca](mailto:hr@yesmb.ca), including "Employment Facilitator" in the subject line. Applications will be accepted until 4pm on Friday, September 29<sup>th</sup>.**

We thank all who apply but only those selected for an interview will be contacted.