

Youth Employment Services Manitoba (YES Manitoba) is seeking a permanent full-time Employment Facilitator to join our Futures Forward team. Futures Forward is a collaborative program between YES Manitoba, Community Financial Counselling Services, and Canadian Mental Health Association - Winnipeg and Manitoba that provides holistic, wrap-around transitional supports to youth ages 15 to 29 in or from care across Manitoba.

The Employment Facilitator is a member of the education and career planning team within the Futures Forward program and works closely with the Futures Forward Project Manager, Post-Secondary Education Advisor, Student Support Case Manager, and Outreach Coordinator to provide education and career development support for youth in or from care in Manitoba.

Position: Employment Facilitator (Futures Forward)

Hours: 37.5 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Start date: ASAP

Salary: \$45,000 - \$48,000 annually

Benefits: Group health & dental plan | Employee assistance program | Three-weeks paid vacation | Additional paid time off in December

Location: Youth Employment Services, 614 – 294 Portage Ave, Winnipeg, MB

Specific Responsibilities:

Reporting to the Program Manager (Futures Forward), the Employment Facilitator is primarily responsible for:

Participant Support

- Assess participants to obtain employment history, educational background, strengths and deficits, and identify barriers to employment; conduct needs assessment and complete client intake assessments, as needed.
- Manage ongoing client case load and support participants with development of job readiness skills such as job search strategies, writing resumes and cover letters, preparing for job interviews, and maintaining employment.
- Assist participants in evaluating their options, setting realistic goals and developing plans of action while providing necessary support, guidance, and connections to resources and life skills, as needed.
- Provide clients to 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 support/case workers, and complete weekly database entry tasks.
- Provide referrals to other agencies in the community based on participant needs to support overall health and wellbeing.

Education and Career Planning

- Assist Futures Forward team members with developing and implementing relevant education and career planning activities, as needed; keep team members informed on labour market conditions and participants trends related to employment.
- Maintain working knowledge of relevant labour market trends and barriers youth may face to finding and maintaining employment to support career and education planning; utilize relevant and up to date information to increase knowledge and proficiency in the skills and strategies required for clients to find and maintain meaningful work.

- Arrange programs and events (such as monthly volunteering days) to assist clients with gaining relevant skills and experience to support their job search and career planning.
- 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 and job search activities.
- Research and maintain a working knowledge of local training programs, paid work placement opportunities, university and college programs, and associated career pathways to provide informed support; refer participants to relevant programs and education opportunities aligned with goals and interests.
- Assist participants with accessing and identifying resources to pursue external training and/or post-secondary education, as needed.

Community Outreach

- Assist with community and employer outreach to expand the agency's visibility and reach while creating meaningful connections and career opportunities for participants.
- Liaise with assigned businesses and organizations to create and enhance partnerships for programming and events for clients, including hiring fairs, sector-specific training opportunities, and skill building activities.
- Prepare and deliver virtual and in-person employment related workshops and community presentations in a professional and effective manner; foster an environment that assists participants in understanding career options, goal setting, and developing individual action plans; provide necessary guidance and connections to resources, as needed.
- Promote YES and Futures Forward programs and services to eligible participants.
- Represent organization at community meetings, outreach events, and workshops, as required; host organizational informational workshops and community presentations to promote YES and Futures Forwards services and programming to community members and eligible participants.

Other Duties

- Ensure all applicable data is tracked and filed correctly and securely; maintain all files and records in accordance with YES Manitoba's policies.
- Support month and year end reporting, ensuring continuous and accurate data entry into centralized database, and work to ensure monthly targets are being met.
- Maintain working knowledge of all YES and Futures Forward services to direct general client inquires via telephone and email, provide internal and external referrals respond to questions about programming, client eligibility, hours of operation, etc.
- Attend YES Manitoba and Futures Forward staff meetings.
- Assist the Resource Area staff to ensure coverage of tasks (intake, reception duties, client needs, etc.)
- 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.
- Working knowledge of the child welfare system and policy in Manitoba, and bonus if there is knowledge about other Canadian and international child welfare systems.
- Strong working knowledge of employment barriers, labour market conditions, training and education programs, and community resources required.
- Strong working knowledge of Child Welfare System, including interventions, community supports and processes of

transitioning from care. Lived experience valued.

- Excellent interpersonal skills with the ability to relate to people at all levels and maintain effective working relationships.
- Ability to maintain a high degree of discretion and confidentiality while functioning in an environment where time sensitive issues and projects are addressed effectively.
- Demonstrated skills in written and oral communication.
- Ability to handle conflict/difficult situations in a professional manner.
- Adaptable, flexible, and quick to absorb and retain information.
- Comfortable working with a wide variety of people exercising a non-judgmental, respectful approach.
- Organized and attentive to detail; strong time management skills.
- Approachable, comfortable, and self-aware when communicating with youth while maintaining a professional approach both in a one-on-one and group setting. Strong understanding and ability to recognize and appreciate the diversity of cultures, ideas and opinions.
- Self-motivated, self-reliant with an ability to work independently yet an enthusiastic team player with proven capacity to show initiative and take responsibility.
- Proficiency with Microsoft Office Suite, including Office 365; excellent computer and keyboarding skills.
- Valid Class 5 Drivers' License and access to a vehicle is an asset.

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, AARC will be considered acceptable for the purposes of this policy.

Vaccination against the COVID-19 virus (including any subsequent boosters recommended by Public Health officials) is considered a bona fide operational requirement at YES Manitoba and is mandatory for all team members. Please note, employees who cannot be vaccinated for medical reasons are required to provide proof from their primary family physician that there is a medical reason for them to not receive a COVID-19 vaccination. These employees, as well as those who cannot be vaccinated for other protected grounds as defined by The Human Rights Code of Manitoba (the "Code") are accommodated to the point of undue hardship

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 Indigenous, Métis, Inuit, a visible minority, a member of the LGBTQIA2S+ community, a person with a disability, and/or a member of a marginalized community (i.e. Foster Care), 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 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 hire@yesmb.ca, including "Employment Facilitator – Futures Forward" in the subject line.

Applications for this position will be accepted until filled. Interviews will be scheduled as applications are received.

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