

Project Supervisor - Advancing Youth with Career Focus

Aunt Leah's Independent Life Skills Society – Lower Mainland, BC

This is an exciting and immediate temporary position, subject to funding, from November 19th, 2018 to March 31st, 2019. Possible extension beyond March 31st, subject to further funding. Come join our dynamic team!

Aunt Leah's Place

Aunt Leah's Place is a Canadian Registered Charity based in New Westminster BC with a mandate to help prevent children in foster care from becoming homeless, and mothers in need from losing custody of their children.

Aunt Leah's work proactively at the 'entry' and 'exit' points of the foster care system, first helping low-income families maintain custody of their children and, second, providing foster youth who are readying to 'age out', and transition to independence and adulthood, with supports similar to what average Canadian families give their own adult children in transition.

Job Summary

This position will supervise a project which designs and delivers a range of activities that enable youth to make more informed career decisions and to develop their skills. This supervisory position aims

- To help form qualified workers
- To facilitate the transition of young people to the labour market
- To promote the benefits of studies
- To invest in the skills required to meet the needs of the knowledge economy.

Background

Aunt Leah's Independent Lifeskills Society is applying to become a federally-funded Career Focus Community Coordinator (CF-CC), through a project entitled 'Advancing Youth with Career Focus (CF)', in order

- To deliver work experience activities through agreements with eligible participants and employers to undertake activities that furthers the objectives of this project and the CF program.
- To deliver its own work experience activities through agreements with eligible participants and Aunt Leah's Social Enterprises and Aunt Leah's Programming, Development & Administrative departments in order to undertake activities that further the objectives of this project and the CF program.
- To provide supplemental advanced employment skills activities, on a case-by-case basis, for specific approved learning activities that support the career-related work experience of each participant. This project will serve a minimum of 12 youth participants, all of whom will gain employment experience and skills related to their field of studies or career goals. This project will facilitate these 12 participants' transition into the labour market, or support the field of studies of those participants still in school. Through the work experience, these 12 participants will supplement their theoretical knowledge with practical skills.

Each of the 12 participants will be supported by ongoing workplace coaching and/or mentoring through the duration of the work experience, which will not last longer than 4.5 months (November 19th, 2018 to March 31st, 2019).

Priority placement will be given to participants from advanced studies looking for work experience placements to supplement their theoretical knowledge with practical skills, promote the benefits of their studies, and transition these young people to the labour market. In particular, participants will

be placed, where possible, in work experience placements that meet the needs of the knowledge economy.

Secondary priority will be given to participants from advanced studies whose education is transferable to working with and supporting youth from foster care and/or high functioning young people from advanced studies with lived experience in the foster care system.

This supervisory position oversees the work of two Work Experience Coordinators who are primarily involved in fulfilling Goals #1 & #2. This supervision includes scheduling and leading meetings, payroll, outcomes reporting, financial management and reporting, and communication with funders and employers.

Qualifications, Skills and Knowledge

- Minimum 2-years post-secondary education in a relevant field of study
- Minimum 2 –years supervisory experience
- Experience in employment counselling, facilitation of life skills development and/or community engagement is valuable
- Criminal Record Check with Police Information Check from local RCMP
- Ability to work flexible hours
- Standard First Aid
- Non-Violent Crisis Intervention
- Motivational Interviewing
- Trauma Informed Approach

Requirements

- Undergo a Criminal Record Check with Police Information Check from local RCMP
- Agrees to the Society's Code of Ethics
- Follows Aunt Leah's Practice Guidelines
- Valid BC Driver's Licence and access to a vehicle
- Proof of vehicle business insurance and \$5 million liability
- Clean Driver's Abstract

Key Duties and Responsibilities:

- Reach out to Aunt Leah's employers and external employers in order to create quality jobs for youth
- Establishing and maintaining partnerships with other employment & skills development programs
- Work with internal employers/supervisors to develop appropriate job descriptions and manage expectations
- Participate in job postings, selections, and screening of youth candidates to put forward to employers
- Set youth candidates up for success by arranging for supports to be in place, including child care, transportation, work appropriate clothing and other supports as applicable
- Supporting both employer and youth to achieve a successful employment experience through regular check-in, site visits, wage subsidies, job coaching, mentoring etc.
- Act as contact person for questions or concerns arising throughout the duration of the employment
- Facilitate understanding and decision-making skills around personal and professional benefits as well as any documentation related to employment
- Providing leadership, support, and mentorship to youth
- Development coordination and outcomes reporting with the goal of expanding services through the program and fulfilling the goals of the project
- Supervise Work Experience Coordinators, including scheduling and leading meetings, payroll, outcomes reporting, and financial management and reporting.
- Schedule and organize supplemental advanced employment skills activities, on a case-by-case basis, for specific approved learning activities that support the career-related work experience of each participant

- Act as the key point person for communications and reporting to project officer(s) at Employment and Social Development Canada (ESDC)
- Report out to federal funder using the Grants and Contributions Online Services (GCOS) platform.

Physical Demands

- Ability to lift up to 50 pounds

Work Environment

- Work performed in an office environment
- Must travel to meet participants and employers in the field
- May be required to attend off-site training on occasion

To apply:

Please send a cover letter and resume. Shortlisted candidates will be contacted to participate in the selection process.

Job Type: Full-time

Salary: \$21.00 to \$26.00 /hour

How to apply:

- Please email your resume with a cover letter to: hr@auntleahs.org. Short listed candidates will be contacted for interview. We thank all interested applicants in advance.