

Bootstraps Skills, Training and Employment Support Worker

Aunt Leah's Place is a non-profit organization that helps prevent children in foster care from becoming homeless and mothers in need from losing custody of their children. To support youth on their journey to self-sufficiency, we provide supported housing, job training, and coaching on essential life skills.

If you are passionate about helping youth and are interested in a career with a non-profit organization, Aunt Leah's has a full time regular Bootstraps Skills, Training and Employment Support Worker opportunity for you!

Job Summary: This position works as the primary Bootstraps Skills, Training and Employment Support Worker for youth in and from foster care.

The Bootstraps Project refers to the absurdly impossible action of "pulling oneself over a fence by one's bootstraps". In today's economy, most young people get their first few jobs through connections — relatives, teachers, coaches, friends and parents of friends; yet foster children experience the transiency of a foster care system where, by age 18, they experience on average, 9 different residential placements and 7 different schools. Young people from foster care can come from familial situations of dysfunction, developmental disruption and neglect and/or abuse. Some youth from foster care are often denied these essential social connections that allow for labour force integration. The Bootstrap Project aims to fill this gap.

Reports To: Bootstraps Coordinator

Education & Qualifications:

- Minimum 2-years post-secondary education in a relevant field of study
- Experience in career development, social work, employee mentoring/ coaching and/or youth engagement is considered an valuable asset

Requirements:

- Criminal Record Check with Police Information Check from local RCMP
- A valid driver's license and access to a vehicle with access to 5,000,000 in business liability insurance
- Clean driver's abstract
- Ability to work flexible hours, including evenings and weekends

Key Duties and Responsibilities:

Essential Functions:

- Help youth from foster care overcome barriers to employment and provide valuable work experience
- Help youth from foster care develop a broad range of skills and knowledge including the retail and warehouse industry –soft skills development, creating healthy networks and connections and participating sustainably in the labour market

- Coordinate with Aunt Leah's Social Enterprises (Aunt Leah's Urban Thrift Store, Aunt Leah's Christmas Tree Lots, and Aunt Leah's Donation Center Warehouse) to develop a Youth Training Program to enhance employability skills.
- Provide essential skills development and work experience opportunities
- Developing relationships with socially conscious employers
- Promote education and skills as being key to labour market participation by partnering with employers and educational institutions and engage employer partners dedicated to providing services and employment to youth from care.
- Develop and initiate Employability Skills Workshops & Work Experience placements for youth from foster care which:
 - Provide Intake and orientation on the elements and goals of the program to participants and stakeholders
 - develop Individual Service Plans (ISPs) identifying training needs, key steps, timelines, resources and milestones leading to employment or education/training
 - Help participants complete assessments through Career Cruising self-exploration and planning software.
 - Provide Job Search Assistance & Pre-employment Counselling & Coaching
 - Help incorporate appropriate and targeted essential skills development through the core modes of Reading, Writing, Document Use, Numeracy, Computer Use, Thinking, Oral Communication, Working with Others, and Continuous Learning
 - Provide participants with employment sessions which cover the core areas of Career & Occupational Information, Career Decision-Making Processes (Planning and Goal-Setting), Job Search Techniques, Job Application Processes, Resumé and Cover Letter Preparation, Job Interview Preparation and Conduct; and, How to Accept, Start and Maintain Employment.
 - Provide participants with official certification that could include First Aid, Workplace Hazardous Materials Information System (WHMIS), WorldHost, or Food Safe.
- Ensure that Essential Skills programming and curriculum is appropriate and trauma informed for both at-risk youth and Indigenous youth

Youth from foster care come from a place where, in general, class-based learning interventions have been a failure. This socially innovative learning environment gives opportunities for tactile and 'doing' learning to set up these young people for future success and successful bridging to labour markets and/or future schooling. Therefore; Implement Innovative approaches for this proposed project through:

- Providing multiple opportunities for different individual learning styles to develop essential employment skills
- Offering a portion of their learning in a non-class based venue

Knowledge, Skills & Abilities (KSA):

- Ability to act, engage and support youth through a trauma informed lens, or be willing to learn.
- Ability to work collaboratively with the Bootstraps Coordinator in order to incorporate employment and lifeskills development for youth from foster care
- Ability to identify barriers to employment and appropriately address them

- Ability to work closely with youth to facilitate sustainable employment, training and/or education
- Perform job searches and resume writing with youth and other basic employment support as needed
- Ability to select and screen appropriate youth candidates to put forward to potential employers
- Ability to engage employers and increase number of employer partners
- Ability to work directly with youth and employers to facilitate healthy relationships and on-the-job- communication
- Ability to set youth candidates up for success by providing transportation supports, work appropriate clothing and other employment supports as applicable
- Ability to support both employer and youth to achieve a successful employment experience through regular check-in, site visits and other job sustainment strategies
- Ability to act as contact person for arising questions or concerns throughout duration of work experience or job placements from both employers and program participants.
- Ability to work in partnership with Aunt Leah's Social Enterprises to give 'hands on' teaching in: Health & Safety, Respecting Diversity, Customer Service, Sales Techniques, Computer Office Software Applications, Time Management, Communication Skills, Leadership, Teamwork, Networking, Advertising, Promotion, Store and Window Displays, Merchandising, Opening and Closing Procedures, Stocking, Warehousing, Pricing, Inventory, and Cash Handling (Register, Debit/Credit Card Processing), Loss Prevention, Budgeting and Financial Literacy
- Ability to coordinate with multiple stakeholders to ensure youth are set-up long term for employment success
- Ability to work collaboratively with the Bootstraps Coordinator and other Aunt Leah's staff to incorporate and facilitate youth to access employment opportunities and training opportunities.
- Ability to refer to applicable Aunt Leah's wrap-around supports ensuring participant youth are given the stability of housing, food security and social/emotional outreach.
- Ability to source and engage employers for Bootstraps participants
- Ability to develop partnerships and Memorandum of Understandings with socially-conscious employers.

Working Conditions:

- This position may require frequent evenings and weekends and travel to various locations within Metro Vancouver

We offer: A comprehensive benefit package after 6 months of continuous employment that includes: dental, extended health care including vision care and prescription, RRSP after 1 year, personal time package, and employee discount at our Thrift Store.

Salary: Commensurate with qualifications.

How to apply:

If you meet the qualifications listed, and wish to work in a collaborative and supportive environment that offers ongoing professional development opportunities, please email your resume with a cover letter to: hr@auntleahs.org. You may also apply on our website at www.auntleahs.org

Short listed candidates will be contacted for interview. We thank all interested applicants in advance.