

Bootstraps Employer Engagement Officer

Job Summary: This position will help expand Aunt Leah's Place's (ALP) current Bootstraps program. The objective of the Program is to increase the labour force participation and reduce the unemployment rate of Young Adults at Risk in British Columbia facing barriers to Employment.

Bootstraps is a multi-funded project designed to provide supportive employment opportunities for high risk & multi-barriered youth by creating 'in-house' employment opportunities in collaboration with Aunt Leah's Bootstraps Program Coordinator. This position will also source and develop external job placements in the community for current and former foster youth and mothers in need. The position's primary roles are: maintaining and creating partnerships with private sector employers, sourcing wage subsidy programs for program participants, one-to-one help with job searching, supporting 'in-house' hires, plus proactively supporting these young adults through the duration of their job placement as a mentor/job coach. This position will play a critical role in incorporating this project into the wider employment related programming supports currently offered at Aunt Leah's Place.

Join our dynamic team, our great culture, and our amazing cause!

Aunt Leah's is seeking a talented full time regular Employer Engagement Officer to work collaboratively with Aunt Leah's Bootstraps team in increasing supportive employment opportunities for vulnerable youth. **If you are passionate about supporting youth succeed and gain meaningful employment, this opportunity is what you have been waiting for so read on!**

Reports To: Bootstraps Program Coordinator

Skills & Qualifications:

- Minimum 2-years post-secondary education in a relevant field of study
- Minimum 1 year experience in employment counselling, facilitation of life skills development and/or community engagement is valuable
- Awareness & understanding around the impact on youth from trauma and inter-generational trauma resulting from colonial policies
- Awareness & understanding around Cultural Competency or Cultural Sensitivity
- Strong community engagement skills and ability to build partnerships
- Job development and/or job coaching experience an asset
- Understanding of employment standards and labour laws
- Awareness of current labour market trends and job requirements across a variety of industries
- Satisfactory Criminal Record Check with Police Information Check from local RCMP
- Standard First Aid, or willingness to obtain
- Non-Violent Crisis Intervention, or willingness to obtain
- A valid BC Class 5 driver's license and access to a vehicle will be an asset
- Clean Driver's Abstract and Proof of vehicle business insurance and \$5 million liability
- Ability to work flexible hours

Key Duties & Responsibilities:

Bootstraps Employment Deliverables:

- Develop and maintain a network of resources and employer/industry contacts in support of job development activities
- Promote public awareness of and support for the program by working with the Aunt Leah's communications team
- Compile and maintain current labour market and career information and relevant resources; develop excellent understanding of employer needs as well as of corporate culture and employment-related diversity issues and opportunities
- Engage in create thinking to support hands-on career exploration across a wide variety of industries including through: job shadows, informational interviews, trial shifts and volunteer opportunities
- Work with the team to reach out to private sector employers in order to create quality job opportunities for youth that are relevant to youth skills and interests
- Provide consistent monitoring, support and follow-up in a timely manner to enhance participants' self-sufficiency and sustainable labour market or community attachment, identify participant on-the-job needs and ensure job maintenance supports are in place for participants, in collaboration with outreach workers and other Aunt Leah's staff
- Offer employers ongoing support to maintain successful job placements through a multi-pronged approach including: regular check-ins, site visits, creative problem-solving, mediation, and education around employer rights and responsibilities
- Meet placement objectives as outlined in the contract
- Work with participants to identify strengths, barriers, interests, skills, suitability, and job readiness. Develop realistic employment action plans with participants.
- Provide career information to help participants gain better understanding of the local industry, qualification requirements, employer expectations etc. and support youth to identify industry-relevant, occupational or essential skill trainings to enhance their employability and job-readiness
- Provide guidance and resources for youth interested in pursuing self-employment
- Support retail training by building employer connections to offer job shadows, workshops and informational interviews to retail trainees
- Develop and deliver workshops on various employment-related topics according to participant needs and program trends
- Review and refer to Aunt Leah's Place policy guidelines in all service delivery
- Maintain participant files and records according to Society or program accreditation standards;
- Assist in preparation of reports and compile program statistics;
- Attend and actively participate in staff meetings, coaching sessions, and performance evaluations process; positively interact and support all participants and team members
- Participate in on-call as scheduled and is able to support and attend as required
- Participate in Society committees and events as required and /or directed



JOB DESCRIPTION

Working Conditions:

- This position may require occasional evenings and weekends and travel to various locations within Metro Vancouver
- Works primarily in an office setting (works mainly from home during COVID-19)

Hours of Work: 37.5 hours a week (7.5 hours/day; 5 days a week)

Start date: Aug 15, 2020

This position may be required to perform other related duties that do not affect the nature of the work.

If you meet the qualifications, are interested in joining our dynamic team of dedicated staff, and are passionate about helping youth succeed, we would love to hear from you!

We offer: A comprehensive benefit package that includes: dental, extended health care including vision care and prescription, RRSP matching, personal time package and employee discount at our Thrift Store.

Salary: Commensurate with qualifications.

Join our dynamic team, our great culture, and our amazing cause!

To apply:

Please send your resume and cover letter with salary expectation, quoting Bootstraps Employer Engagement Officer in the subject line, to hr@auntleahs.org. Short listed candidates will be contacted for interviews. This posting will remain open until August 15th or until the right person is hired. Thank you for your interest in Aunt Leah's Independent Life Skills Society!