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FOR YOUTH INITIATIVE Internal/External Job Posting

POSITION TITLE: Community Initiatives Lead
REPORTS TO: Youth Settlement & Leadership Manager
DETAILS: One-year contract: full-time
SALARY: \$40,000-\$42,000
CLOSING: November 19th 2014

Organization & Program Description

For Youth Initiative strives to build healthy communities by supporting underserved racialized youth ages 13-24 living in low-income neighbourhoods to access opportunities that will allow them to flourish and thrive in the city of Toronto. We provide programs and services that develop the assets necessary to increase the safety of youth and their leadership in the community. FYI is an organization that embeds leadership opportunities in all we do, ensuring that youth have opportunities to grow, learn, and build the safe communities that we imagine. Our services include extensive Settlement Services that support newcomer youth, Violence Prevention programs supporting youth involved in the criminal justice system, and Youth Leadership programs that encompass leadership development, recreation, arts and skill-building activities. In addition to these programs we offer one-on-one Case Management designed to increase an individual's access to educational, employment and housing resources. Our vibrant community centre in York South-Weston houses an activity hall, kitchen and dining hall, recording studio, computer lab and office space for administrative staff and youth workers.

Position Summary

The Community Initiatives Lead will be responsible for the planning, development, administration and oversight of FYI's leadership program. The incumbent will work with the management team to develop a program that gives youth leadership skills and provides them with various leadership opportunities. FYI's Community Initiatives Lead will also help to embed leadership opportunities in all that we do at FYI. Working with our new program leads, and the Youth Settlement and Leadership Manager, the Community Initiatives Lead will find creative ways to ensure that the youth in York South-Weston who are newcomers to Canada are engaged and empowered. As well as providing leadership opportunities to the youth through the program, the worker will help youth connect with services in the community that cater to their needs. Case management will include intake, parental contact, referrals and ongoing goal-oriented work.



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Main tasks & responsibilities:

Work Performed:

Program Development

- Ensures that program is developed with the needs of newcomers and hard to reach youth in mind
- Works with community volunteers to support the program goals
- Provides monthly reports to manager

Program Operation

- Designs outreach strategies to ensure outreach is innovative, effective and reaches youth who are new to Canada
- Plans and designs activities and workshops in line with overall goals of the FYI's new strategic plan and FYI's professional practice manual
- Ensures leadership programs are addressing individual and systemic barriers to youth participation within society
- Helps set up program activities and events and supports
- Provides mentorship to individual youth and groups of youth through supporting the development of transferable life skills and opportunities for peer leadership
- Follows up and makes calls to ensure youth participation and completion of program
- Responsible for purchasing supplies for leadership program
- Supports the promotion of FYI's programming into the broader community, including within schools, community organizations, and resident groups
- Works with community partners on joint initiatives, events, and programs

Case Management

- Provide holistic and comprehensive case management services to all clients in leadership program including: intake assessment, participant and family orientation, goal setting, progress monitoring, advocacy and referrals
- Meet with clients regularly for the duration for the program (at least 80% of follow-up meetings should be held in-person rather than over the phone)
- Develop a comprehensive understanding of services available in the York South-Weston community to be able to provide clients with warm referrals
- Providing youth with general information, contacts, referrals services and support as needed to facilitate access to programs, services and opportunities i.e., recreation, housing, employment, education, health, including substance abuse, social abuse, social and emotional issues etc
- Works collaboratively with youth, parents, health promotion officers, schools, police and youth service providers to develop effective service delivery plans that ensure that youth have access to programs, services and opportunities needed for healthy development
- Connect families with needed and available community resources and follow-up with clients and agencies as appropriate to document use/success of referral



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Community Liaison

- Work collaboratively and professionally with FYI's community partners such as social services, schools, newcomer services, etc
- Develops and Maintains a strong network and partnership table, especially to support the wrap around table and core programs

Administrative Support

- Input accurate and complete data for all contacts with clients into agency database
- Ensure that all documents submitted on behalf of a client are valid
- Provide all required documentation in a timely manner
- Participate in regular staff meetings, staff training programs, supervisory sessions etc.
- Adhere to agency policy, procedures and the professional code of ethics
- Other duties as assigned by supervisor

Expected Job Outcomes:

This position will have a significant impact both on the wellbeing of participants and on the relationships with key partners. Positive outcomes of this program include the engagement, participation, and positive development of newcomer youth, as well as strengthened community ties between FYI, schools and community organizations.

Required Qualifications:

Education:

- The minimum level of education required is a community college diploma in social service work, community work, or other relevant credential or experience. Community-based research experience preferred.

Experience:

- Adept at and interested in engaging youth of different and unique backgrounds
- A thorough understanding of the issues facing newcomers, youth in low-income communities and how these issues relate to violence in the community
- Knowledge of community resources for youth (i.e. social, legal, health and financial)
- Experience developing systems and processes to ensure the careful assessment, referral, and follow-up of complex youth cases
- Case management experience would be an asset
- Crisis Prevention Intervention (CPI) and Understanding and Managing Aggressive Behaviour (UMAB) training would be an asset



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Core Competencies:

- Demonstrates high level of professionalism when dealing with community partners (schools, social service partners)
- Ability to work independently with minimal supervision
- Displays a high degree of good judgment, empathy, and strong understanding and application of ethical principles
- Demonstrates leadership qualities and takes initiative
- Ability to connect with hard-to-reach youth
- Can accept and use constructive criticism for personal and professional growth

Physical Requirements:

Significant travel throughout the northwest of the city.

Equipments Used:

Experience and knowledge of using regular office equipments including computers, photocopiers, printers and fax.

Other:

- Besides English, fluency or ability to speak in other languages common in the community such as Spanish, Tagalog, Vietnamese, or Portuguese would be an asset
- Current Police reference check

Working Conditions:

Hours of work:

Works roughly between Monday-Friday 12-8pm with some requirement to work extended evening hours and weekends. Must be available to work flexible hours in order to reach the most hard to reach youth.

How to Apply

Please send your cover letter, resume, and three references within **one document** in **MS Word or PDF format** by mail or e-mail to:

ATTENTION: Community Initiatives Lead

For Youth Initiative
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Closing date for applications is on Wednesday November 19th, 2014 at 5:00pm

For Youth Initiative is committed to employment equity initiatives. We encourage residents of York- South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBT and disabled community groups to apply and self-identify.

NO PHONE CALLS PLEASE