



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

- Position:** Youth Facilitator
- Term:** 17.5 hours per week – (November 2024 – Indefinite)
- Reports to:** Manager of Youth Services
- Location:** Various locations across the Ottawa region

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

The Youth Facilitator's role is to create a safe space that fosters a sense of belonging and positive integration for newcomer youth aged 13 to 24. This position focuses on providing opportunities for one-on-one support and the development of community networks that enable immigrant youth to share experiences and enhance their awareness of Canadian cultural knowledge. The Youth Facilitator will work closely with newcomer and immigrant youth, specifically with young males, ensuring a welcoming environment that emphasizes the development of essential life skills.

Main Responsibilities:

- Develop and lead weekly Boys Groups in schools and community settings virtually and in-person
- Provide guidance, information and orientation for immigrant and refugee youth, specifically young male clients or make connections to individuals or resources to find this information
- Provide services in a supportive and culturally sensitive manner maintaining client confidentiality as needed
- Develop and lead workshops for YOCISO summer and seasonal programming
- Assist with program promotion on social media, by email, and at information fairs on behalf of YOCISO and OCISO
- Provide orientation about Ontario Education to immigrants and refugee students
- Develop welcoming, friendship, and educational activities for newcomer youth
- Provide positive role-modelling for youth participants and volunteers of the program

- Develop and provide Life Skills training workshops to facilitate access to volunteer, employment and networking opportunities with local employers and institutions
- Raise awareness on multicultural issues to clients as well as staff at the schools and other service providers
- Develop and present cross-cultural education workshops to organizations and individuals with YOCISO team support to increase cultural awareness and antiracism/anti-oppression practices in the community and schools
- Advocate on the client's behalf when appropriate. Support schools to develop cultural proficiency so that all children achieve success in the schools
- Connect and maintain open communication with YOCISO team members, MLOs, other OCISO program staff and various professionals in the schools as needed
- Adhere to OCISO's mission and values, personnel policy/procedures, and YOCISO program best practices and systems
- Maintain a high level of professional standards and practice
- Keep informed about current and relevant settlement sector information, policies, and regulations to provide accurate information to clients
- Inform and consult with the Manager of Youth Services on issues related to direct practice, policies and procedures, e.g. ethical dilemmas, internal and external policies and procedures
- Meet with the Manager of Youth Services for performance appraisal reviews and supervision
- Maintain professional relationships within and outside OCISO to ensure optimal service to clients
- Participate in committees, workshops and conferences as approved by the Manager of Youth Services
- Deal with crises situations as necessary in consultation with the Manager
- Other tasks assigned by the Program Manager

Administration

- Manage programming information such as attendance/sign-in sheets, registration forms, permission forms, media consent forms, and evaluations
- Keep accurate and organized records of programming files and ensure safe storage
- Submit monthly narrative and statistical reports to the Manager of the program
- Submit forms related to internal financial management
- Submit timesheets and vacation request forms promptly

Qualifications:

- Post-secondary education in social sciences fields or equivalent experience
- Minimum 2 years experience in youth programming, particularly youth skills development training
- Knowledge of issues and opportunities surrounding newcomer youth
- Ability to work with a diverse group of youth in a sensitive, respectful and non-judgmental manner
- Ability to coach, encourage, guide, and motivate others
- Skilled in workshop facilitation and presentations to newcomer youth
- Experience working with children and youth in a leadership role
- Be a highly motivated, enthusiastic and responsible individual committed to assisting the YOCISO program reach its goal
- Commitment to OCISO Values – honesty, caring, respect and responsibility
- First Aid and CPR certification is required

- A clear Vulnerable Sector Check is required

Salary & Benefits:

\$24,770 to \$25,270 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline:

October 30, 2024 by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_YF_letter or resume) before applying and send it to the HR Department: recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR & Operations Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.