

Causeway Work Centre - Youth Facilitator

Part-time, 17.5 hrs a week

Who is Causeway?

Causeway is a not-for-profit agency that empowers ALL people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

Is this You?

Are you passionate about mentoring and supporting Youth ages 16 – 30? Do you want to have an impact on decreasing barriers to obtaining employment? Are you aware of the challenges people face when dealing with mental and physical health? Are you outgoing, a great networker and love to help others learn? Are you client-centered?

Causeway is looking for a Facilitator for our Youth Program. We are looking for motivated, compassionate, organized and creative individuals who recognize the issues many youth face when obtaining meaningful employment.

- If you believe it is your role to help build stronger communities
- If you want to support Youth in achieving their goals
- If you understand how meaningful and sustainable employment is essential
- If you are aware of, and want to help decrease the barriers many youth face
- If you recognize the value that each person has

Then this may be the job for you!

What will you be doing?

As the Youth Facilitator, you will prepare youth through group-based skills building and work placement experience to obtain long term meaningful employment or return to school. You will develop employment opportunities by networking and supporting employers. You will help to plan, schedule, monitor and track all program and youth employment activities. You will provide one on one support and group support to provide participants with every opportunity for success.

What will your duties include?

- Ensure that you understand and follow Causeway policies and procedures and Soul Guide.
- Community networking with employers, community partner and other service providers
- Contribute to organizational development and wellness
- On-going maintenance of electronic and paper client files to ensure timely completion and accuracy in accordance with agency & funder guidelines
- To ensure reports are completed accurately and reported in a timely manner (in conjunction with the Manager of Programs and Services)
- Support youth in defining interests, strengths, skills, abilities
- Facilitate, plan and provide in-class curriculum in a way that is accessible and adaptable for all participants
- Build employer relationships and obtain work placements for all youth within set timelines
- Administrative responsibilities as well as other duties as required

What you will bring to Causeway?

- Experience /knowledge of mental health, addictions, disabilities and barriers to employment
- Experience Working with youth
- Experience working with vulnerable populations
- Experience in job development and coaching
- High energy to motivate and support participants
- Critical thinking and problem-solving skills
- Adaptability and resourcefulness
- Exceptional communication, time management, administrative, leadership, decision making and critical thinking skills
- Ability to work a flexible schedule with the possibility of some evenings and weekends
- Post secondary diploma or degree in a related field
- Vulnerable Sector Check
- Full drivers license preferred

What we offer?

At Causeway we are focused on building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

This position is a part-time and the below benefits and salary are prorated to half time.

- \$40,000 annual salary to start
- Competitive benefits package
- RRSP contribution
- 15 days vacation
- A variety of personal leave including 20 days of sick leave
- Professional development
- A supportive, inclusive and collaborative environment

How do I apply?

Please send a copy of your **resume and cover letter** directly to Michelle Ball, Manager of Programs & Services at mball@causewayworkcentre.org by **Monday, December 12th, 2022**.

Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.