



Employment Posting for Richmond Youth Services Agency

Posting# YERC-ONCALL-RA-2010 Posted: 07-04-2010 closing date: ongoing

RYSA seeks an on-call dynamic person to provide key support at our Youth Employment Resource Centre in Richmond. This position provides initial intake, client contact, organizes the resource centre, supports clients with self directed job search activities, conducts outreach information sessions and maintains key data and statistics for the program. The successful application will have well developed administrative skills, be organized, outgoing, a team player and have a solid foundation in the career development sector. A second language is an asset in this position. Only applications selected for interviews will be contacted. Please refer to the job description below and submit your resume and cover letter describing how you will be able to exceed the expectations for this position.

Submit your letter of interest to hiring committee referencing YERC-ONCALL-RA-2010 in your application by email at employment@rysa.bc.ca , by fax at 604-271-7626 and by mail to #100-7900 Alderbridge Way Richmond BC V6X 2A5. Applicants MUST reference YERC-ONCALL-RA-2010 in your cover letter, and subject line of email/fax to be considered.

Job Description (Under Review)

Position Title:	Resource Advisor
Program:	YERC
Department:	Employment Services Division
Status:	Bargaining Unit
Wage:	Depends on experience
Headquarters:	100-7900 Alderbridge Way

Qualifications:

A degree in social sciences, a career practitioner certification, Child Youth and Youth Worker certification or a related field is required. A minimum of one year experience in employment services or two years in a related field is required. Direct experience with youth and adults receiving government assistance is an asset. Demonstrated working knowledge of job search supports, labour market information, and community resources is an asset. A second language is also an asset. Strong organizational and administrative skills are required. Solid computer and technology competencies and the ability to coach and support others to access computer based resources is required. Ability to use office suite products, web and print publishing software is also required.

General Skills and Abilities:

The Resource Advisor must possess the following:

- well developed interpersonal, oral and written communication skills;
- a demonstrated ability to coach and support youth in their career and job search activities;
- a demonstrated ability to teach skills in both one-to-one and group settings;
- solid understanding of employment resources, labour market information and job search approaches;
- good organization, time and general management skills;
- an ability to work in a dynamic environment often multi-tasking;
- a well developed knowledge of community resources;



- an ability to use publishing and design software – including managing content on websites;
- an ability to work as part of an effective team with other program staff and community professionals; and;
- exceptional people skills when working with partners, professionals and clients.

Summary Statement

The Resource Advisor maintains the resource centre supports, resources, equipment and materials. He/She provides support and engages job seekers around strategies related to job search and use of the self directed resource centre. He/She provides assistance to the Employment Counsellors and Case Managers with intake, interviews, booking appointments and group sessions. The RA will also maintain employment postings, employer lists and develop and maintain community resource lists. The RA will also conduct information sessions at the centre and out in the community.

Domains

A) Program delivery, and client support

- Maintaining a clean and orderly resource centre.
- Maintains and organizes resources and equipment for the resource centre.
- Update and maintain job postings on the job board.
- Provide initial orientation and contact point for clients and visitors to the centre.
- Assisting clients with computer-related job search activities and access to resource supports.
- Provide one-on-one job search assistance using the centre resources.
- Support and conduct client intake and informal assessments.
- Work with clients to conduct labour market research and maintain LMI details at the centre.
- Facilitating workshops and group sessions (vacation/sick day relief).
- Conducts information outreach sessions and orientation and information sessions at the centre.
- Interviews clients and ascertains interests, skills, and job readiness. Involves clients in actively setting goals.
- Identifies client needs relative to the program mandate and works with the Employment Counsellor and Case Manager to develop solutions.
- Assists clients in exploring educational and vocational opportunities.
- Assists clients in designing self-marketing tools including resumes, and developing interviewing skills.
- Provides follow up services to clients who have left the program as appropriate.

B) Community liaison, intake and referral.

- Acts as primary contact for referrals from the community.
- Works with local employers to develop job postings and leads for the centre.
- Markets program to potential participants, local Service Canada offices and other community professionals.
- Makes appropriate referrals to other community programs (for example, substance abuse programs, sexual abuse groups) and services (for example, Foodbank, housing registry).
- Researches community resources that apply to client groups.
- Liaises with employers, teachers, Ministry staff and other service providers as required.
- Attends various community committee meetings relevant to the program.

C) Administration/Miscellaneous

- Attends staff meetings.
- Maintains adequate client files, records and supports the Manager, Employment Counsellor, and Case Manager in preparing timely reports.



- Maintains resource lists and databases.
- Uses client management systems to track outcomes and outputs for the project and clients.
- Responsible for maintaining and troubleshooting computers and networks at the centre.
- Supports the staff with administrative tasks using word, office, Power Point and other programs.
- Works with the Manager to develop and distribute marketing materials, advertisements and program information on the website.
- Seeks supervision from her/his supervisor on a regular basis.
- Subscribes and adheres to ethical principals of service as outlined in the code of ethics of the Child and Youth Care Association of B.C. or the B.C. Association of Social Workers.

Additional Information

This position is an on-call position only but may lead to future part-time or full time opportunities based on performance. The position requires work in a fast pace environment with youth searching for employment and finding a career path. The position will have to excel at inspiring youth in their career goals, and working with youth both one on one and in group settings. This position will also provide support for the Employment Counsellor and Case Managers in the program. This person should be a team player and able to model employability skills to youth. Work outside of regular office hours is a possibility in order to meet client needs. Staff are expected to practice in a culturally sensitive manner. A second language is an asset for this position.