Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

COMMUNITY SETTLEMENT SUPPORT WORKER (YOUTH)
JOB POSTING

Position: **Outreach & Information Facilitator (Youth) (contract)**
Department: **Newcomer & Settlement**

Summary:
Develop and implement programming that supports the needs of newcomer youth and their families including some one-on-one support

Responsibilities:

Administration
- Keep daily statistics on program attendance ensuring that all targets are met as set out by funders and supervisor
- Attend workshops and meetings as a representative of Malvern Family Resource Centre including participation on agency committees (e.g. volunteer and program)
- Ensure the implementation of the Centre's policies and procedures
- Provide written reports as required
- Report regularly on achievement of deliverables with respect to funded settlement activities
- Other duties as assigned

Outreach
- Develop and implement outreach activities to newcomer youth and their families in the community alongside the development of a comprehensive outreach plan
- Liaise, and network with local schools, community agencies, and other institutions/stakeholders in the north-east Scarborough
- Outreach to potential youth volunteers for peer mentorship programming ensuring that youth mentors are recruited
- Reach out and connect with potentially isolated or at-risk newcomer and refugee youth
- Provide information on community resources available for youth and families
- Participate in any relevant youth-related or newcomer-related committees and networks with supervisor approval
- Connect youth and families to additional community services, educational opportunities, employment services, and other community resources

Program Planning, Delivery and Facilitation
- Develop school based, culturally appropriate programming that meets the needs of targeted groups of newcomer and refugee youth across a variety of schools in north-east Scarborough
- Develop peer mentorship programming and opportunities for volunteerism among newcomer and established youth
- Conduct skills-building seminars with youth and their families
- Support overall transition, resilience and integration of newcomer youth and their families
- Develop any other appropriate programs, workshops and other educational activities in collaboration with team and other departments that can meet the needs of the client group(s)
- Support networks of youth mentors and mentees in the school and community setting
- Create and run various elements of the peer mentorship program – including a focus on building communication, pro-social and decision-making skills
- Ensure programming reaches participation targets as set by supervisor and external funding agreements
- Implement group-based programming at the Centre or at various satellite locations across the community
- Support and encourages systems navigation and skills development of participants through discussions and workshops
- Construct leadership and skills development learning activities for youth in some of the following areas: arts, healthy sexuality, life skills, youth justice, education and employment/employability
- Collaborate with other agency staff regarding intake and referral
- Provide workshops and information sessions for parents to increase their understanding of prevalent youth issues, navigating the school system/being a parent advocate and other important topics
- Conduct ongoing program and participant satisfaction as well as other evaluation

Necessary Skills/Qualifications:

- A minimum of 2 years of experience or education in social services, newcomer and settlement services, and/or community development particularly in the area of youth (Ontario Teacher Certified a strong asset)
- Proficiency in any one or more of the following languages: Bengali, Tagalog, Urdu, Tamil, Arabic
- Consistently models and inspires high levels of integrity in speech and actions
- Excellent interpersonal and conflict resolution skills
- Effective verbal and written communication skills
- Experience in program development and implementation
- Demonstrated ability to work in a team setting
- Strong ability to work with and relate to diverse groups
- Good working knowledge of computers and appropriate software
- Valid Driver's License with access to a car an asset
- Commitment to anti-racism and non-discrimination practices
- Demonstrated ability to manage multiple deadlines
- Ability to comply with polices regarding confidentiality, privacy and record keeping
- Must be willing to work flexible hours including evening and weekend work.
- Ability to work effectively independently as well as in a leadership role on a team
- Criminal reference check is required
- Assists with other duties as required or as assigned

Hours & Contract Length:
This is a contract position until March 31st, 2018.

Accountability:
Position will report to the Newcomer & Settlement Program Coordinator within the Community & Family Programs and Services.

Closing Date: Monday February 20th, 2017 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – Outreach & Information Program Facilitator' as the attached file name in .doc or .pdf format. No phone calls please!
If submitting your candidacy by fax then please submit marked 'Attention: ANC Program Facilitator Hiring Committee' to 416-293-1997 or by e-mail to cmwanza@mfrc.org.

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.