



JOB DESCRIPTION YOUTH EMPLOYMENT SPECIALIST

The Youth Employment Specialist will be responsible for providing short to long-term case management services to assist clients with mental health and/or addiction challenges, focusing on and promoting community employment and emphasizing each individual's goals through the Youth Employment Program. The goal of the program is to enhance the clients' quality of life and ability to gain and maintain successful employment in their community of choice.

Reports to: Manager

MAJOR RESPONSIBILITIES

Client Services

- Work with families, service providers and youth with mental health and addiction needs, providing them with the information needed to prepare for a career
- Provide services within the community or office, providing support in the least intrusive manner
- Complete a comprehensive individualized needs assessment with each client and develop an individualized employment plan focusing on each person's strengths, identified needs, hopes, desires, and personal recovery goals with a clear emphasis on successfully achieving their employment goals
- Facilitate and support client readiness for employment and job search skills and assist youth in developing skills related to creating effective self-marketing materials
- Consult, advocate, network with community resources and/or other supports (when appropriate) while providing an appropriate level of support to enable each client to successfully achieve their short-term and long-term goals
- Assist in the initial job interview with client if requested. Provide Job coaching, offering guidance, support, training and education to support the client and the employer at each stage of the training process
- Adjust and modify, in collaboration with each client, their individual employment plan as each client's needs may change during the goal-setting process
- Maintain client documentation using CRMS (Client Record Management System)

Pre-Employment Services

- In cooperation with agency program staff, work with youth to develop and support independent vocational goals
- Assist in preparing youth for employment through short-term group and individualized job readiness support services
- Work in collaboration with our Pre-Employment Program (PEP) to provide enhanced, time limited, pre-employment preparation services
- Provide group and one-to-one support with the following:
 - Career Assessment
 - Resume and Cover Letter Development
 - Interview preparation

- Employability skills training (Communication, Time Management, Conflict Resolution, etc.)
- Skills training (WHMIS, Safe Food Handling, Smart Serve, Health & Safety Training)
- Job Development
- Assist clients to complete individual feedback reports (for assigned caseload)

Employer Service

- Negotiate with employers regarding client issues, training subsidy, training requirements, coaching requirements, accommodations, supervision, to assist in the retention of job placements, supervision, etc.
- Promote the program and clients to employers in the community and work to secure employment opportunities for the youth in the program
- Generate community awareness and conduct presentations to promote agency programs and services
- Maintain contact with employers as needed and agreed upon by the client Provide follow-up contact with employers to monitor the level of satisfaction with the client and to determine the level of support required

Promoting Stride Service

- Involvement in public education, community relations and program promotion on an ongoing basis and network with community agencies and service providers
- Design and deliver workshops and trainings as needed, to promote community awareness of mental health, employment strategies and Stride services
- Generate community awareness and conduct presentations to promote agency programs and services

Administrative

- Keep up-to-date on employment trends, employment-related advancement and empowerment issues for clients
- Contribute to Stride social media content as needed
- Active participation on Youth Employment team
- Participate in staff training and personal skill development opportunities related to aspects of program development and program service delivery
- Recommend the design and/or improvement of control systems and program procedures
- Use Client Record Management System (CRMS) to enter necessary data and maintain up-to-date files for clients assigned to caseload
- Supervise and assist students and volunteers as required

KNOWLEDGE AND RESPONSIBILITIES – KEY COMPETENCIES

- Ability to work effectively with individuals with mental health issues and/or addictions issues including assessment and intervention skills
- Demonstrate communication, organizational, time management and instructional skills and strong team work skills
- Ability to conceptualize and implement individualized training strategies and techniques for clients
- Knowledge of a variety of regulations and acts as they pertain to employment (i.e. Employment Standards Act, Occupational Health & Safety Act, Human Rights Code, WSIB etc.)

- Working knowledge of Case Management, Psycho Social Rehabilitation and Recovery Focused Service Delivery
- Working knowledge of the Ontario Disability Support Program – Employment Supports (ODSP-ES) service provider guidelines
- Familiarity with Ontario Works – Employment Supports Program

QUALIFICATIONS:

- Bachelor’s Degree or community college diploma in a mental health discipline or social work
- Several years case management experience in the community working with youth with mental health issues or psychiatric disorders, and addiction issues
- Knowledge of psycho social rehabilitation
- Knowledge of community resources available in the region of Halton
- Minimum two years of program facilitation experience

REQUIREMENTS:

- Ability to travel throughout the region, must have valid driver’s licence, relevant insurance, and use of own reliable vehicle
- Must have, or be willing to complete, a current Vulnerable Sector Criminal Record Check
- Proven ability to operate independently while demonstrating a high level of integrity and professionalism
- Strong organizational and time management skills; able to meet deadlines in a fast-paced environment
- Excellent interpersonal, communication, and teamwork skills
- Availability to work flexible hours including evenings and/or weekends as required to meet the client and program needs
- Have or be willing to obtain:
 - a) First Aid and CPR training (within three months)
 - b) Applied Suicide Intervention Skills Training (ASIST)
 - c) Mental Health First Aid
 - d) Concurrent Disorders training
 - e) Non-Violent Crisis Intervention
 - f) Employment Outcomes Professional (EOP) training
 - g) Ontario Common Assessment of Need (OCAN)

NOTE:

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities required by the incumbent. Due to the changing nature of the work and the work to be done the incumbent may be asked to perform other duties as required and the job specifications may be changed or altered as required.