



Hamilton Regional Indian Centre
Employment Opportunity
Closing Date: Friday September 20, 2019 at 5PM

The Hamilton Regional Indian Centre is currently accepting applications for the position of **Youth Employment Councillor**.

The Youth Employment Councillor position is intended to enhance the Friendship Centres' efforts to support youth-focused employment and training activities and outcomes and to ensure the effective delivery of the program such that urban Indigenous youth-aged direct-service users gain education, experience, and skills to improve employability and/or achieve and maintain meaningful employment

Main Responsibilities/ Duties include:

- Provides dedicated resources to urban Indigenous youth to improve their lives through culturally relevant services that are readily available, and which are delivered through a focused, demand-driven program model;
- Collaborates with and shares responsibilities of the Apatisiwin program, with the Employment Councillor, with a specific focus on serving the needs of Indigenous youth;
- Coordinates or manages youth-led and youth-focused partnerships (such as schools, school boards, employers, other education and training institutions, and youth-serving agencies that promote positive youth outcomes) or strategies that support the strategic goals of the Friendship Centre;
- Conducts activities with an emphasis on promotion of access to STEM industry sector, and community-connected experiential learning activities, in partnership with Alternative Secondary Schools or other secondary schools and school boards;
- Performs activities that include supporting and/or coordinating other youth-serving programs and projects across the Friendship Centre;
- Completes intakes, provide employment counselling, and develop a strengths-based action plan for each individual direct-service user.
- Provides job preparation interventions as follows: Application Processing, Employer Referrals, Job Search, Referrals to Agencies, Resume/ Cover Letter Assistance.
- Determines direct-service user funding eligibility.
- Promotes awareness and ensure access to the program through a variety of outreach efforts and promotional activities.
- Provides funded interventions as follows: On-the-Job Training, Purchase of Training, Employment Supports, Apprenticeship Skills Training, Training Supports, Pre-Employment Training, Community Building & Partnerships, Self-Employment Training, Stay in School Initiative (youth direct-service users only), Summer Jobs (youth direct-service users only), and Pre-Career Development;



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- Provides employment supports, which include follow-up, monitoring, and reporting of outcomes required.
 - Leads responsibility for creating, maintaining, protecting, and closing all contracts, in collaboration with the Finance Department, a Program Manager/Director, or the Executive Director, as examples.
 - Ensures direct-service user files are maintained and protected as required by the terms and conditions set out in this Program Description.
 - Monitor, report back and follow-up on all direct-service user interventions as detailed in this Program Description, which includes a post-intervention follow-up with the direct-service user to ensure they have found full-time employment or returned to school.
 - Updates the job bank and/or job board, provide relevant employment and training resources, and other general assistance to community members who access the Apatisiwin program but are not direct-service users.
 - Maintains familiarity with labour market developments to align direct-service users with demand driven industries, engage with potential employers and service providers, explores and establish new opportunities for job placement and/or job creation, and actively seek out partnerships to leverage resources.
 - Develops and facilitate workshops and presentations on employment related topics.
 - Participates on relevant committees that promote employment and training initiatives.
 - Networks and partner with other Friendship Centres/Delivery Sites, Indigenous organisations, employers, employment agencies, etc., related to employment and training matters.
 - Ensures all service activities utilises culture throughout all junctures of planning and delivery.
 - Utilises quarterly reporting tools and database (if applicable) to input all data as required.

Requirements:

- *High proficiency in Microsoft Office Suite (Word, Excel, etc)*
- *Outstanding analytical, problem-solving and trouble-shooting skills*
- *Team Player*
- *Stress Tolerant*
- Ability to obtain a satisfactory CPIC- Vulnerable Sector within 30 days of employment start date

Education and Experience:

- Possess post-secondary education in Indigenous studies, social work, child and youth work or combination of the equivalent and relevant education.



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- The candidate will have a minimum of three (3) years of demonstrated and related work experience with employment and training.
 - Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, Indigenous youth engagement and community outreach.

SALARY: \$46,904.00

HRIC is a highly flexible organization offering additional compensation including; 3 weeks' vacation (year one), 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards and paid shutdown between Christmas and New Year's Day.

HRIC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Hamilton Regional Indian Centre will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Hamilton Regional Indian Centre will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people, HRIC shall give preference to Indigenous people who possess the requisite skill sets and experience.

Please submit a cover letter, resume, 3 references to jobs@hric.ca or in an envelope marked **CONFIDENTIAL** to:

Human Resources
Hamilton Regional Indian Centre
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7
FAX: 905-548-0024