

Employment Opportunity

Punjabi Community Health Services

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| Job Title: Youth Worker (Ukrainian Speaking) Job Posting # YW-SP-010/2024-25 | Date Posted: June 5, 2024 | Report to: Manager - Newcomer Settlement Programs Position Type: Full Time |
| | Date Closed: June 19, 2024 | |

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 33 years by providing services in addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited. PCHS is a 2SLGBTQ sensitive organization.

About Position:

The Youth Worker position is funded by the Immigration, Refugees and Citizenship Canada (IRCC). The Youth Worker is a member of the multidisciplinary team and works directly with newcomer youth, helping them to build life skills, develop healthy relationships, and make decisions that are right for them. Youth Worker will be involved in projects and activities such as sport and performing arts, maintaining confidential records, and writing reports. This position reports to the Manager of Newcomer Settlement Programs.

Qualifications and skills required:

- Degree or diploma in social work, social services, human services or equivalent education with at least two years of experience working with youth
- Enthusiasm, patience and understanding of issues that youth are facing
- Demonstrate verbal and written communication skills, and the ability to communicate information to a variety of stakeholders effectively
- Highly organized with strong documentation skills and attention to detail with the appropriate handling of confidential and sensitive information
- Exceptional project and time management skills, including planning, prioritization, and follow up
- Ability to work flexible hours and in a fast-paced environment
- Strong interpersonal skills, be able to work independently and within a team
- Excellent working skills in MS Word, Excel, PowerPoint, internet and email
- Familiarity with Cloud technology and SharePoint will be an asset

Requirements:

- Fluency in Ukrainian language
- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Punjabi Community Health Services

Key Responsibilities:

- Plan, organize and implement various programs for youth
- Ensure that all equipment and supplies are in a safe working condition
- Develop communications tools, promotional, and outreach materials
- Conduct outreach activities with a diverse range of groups to raise awareness regarding youth program, and promote the program among the newcomer youth
- Ensure that all programs are operating in a safe and positive environment, addressing safety concerns promptly, and focusing on using a proactive approach
- Provide supportive counselling and referrals to youth on a one-on-one basis
- In collaboration with other staff and shared care partners, identify clients with complex needs
- Compile and produce accurate statistics and reports as related to the position
- Maintain supportive relationships with youth and their family members
- Other related duties as assigned

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Some evenings and weekends work is required)

Position to commence: June 2024

Please submit your resume by June 19, 2023 to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting # YW-SP-010/2024-25** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups.

We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com