

Employment Opportunity

Punjabi Community Health Services

Job Title: Youth Worker (Punjabi Speaking) Job Posting #YW-SP-027/2024-25	Date Posted: November 21, 2024	Report to: Manager - Newcomer Settlement Programs
	Date Closed: Open till filled	Position Type: Full Time Contract ending March 31, 2025

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 34 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.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service.
- 7 days' paid Personal Time on pro-rated basis
- Comprehensive Benefits package (special benefits for gym memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (contingent on role, service needs)

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

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- 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 Punjabi, Urdu, or Hindi languages
- 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

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
- Client needs assessment, goal setting and service planning
- 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 documentation, create/update client file in the database/on paper as applicable
- Maintain supportive relationships with youth and their family members
- Responsibility as assigned and that is complimentary to the settlement program and partnership/collaboration with other organizations
- Other related duties as assigned



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

Salary: \$52,000.00 - \$56,800.00

Position to commence: November 2024

Please submit your resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting #YW-SP-027/2024-25** 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