



**REXDALE WOMEN'S CENTRE
INTERNAL/EXTERNAL JOB POSTING
1 POSITION: YOUTH COUNSELLOR
HOURS: 35 Hours/week**

Reports To: Program Coordinator

Background: The Rexdale Women's Centre is a voluntary non-profit organization that provides a variety of services and programs to refugee and immigrant women and their families in a culturally sensitive, non discriminatory, and supportive environment where women and their families work together to provide their own well being.

Summary

The youth counselor is responsible for developing links with ethno-racial youth, working with grassroots networks, community meetings, community integration, community input and evaluation, connecting and ensuring engagement of youth with community resources and supporting their integration process. The youth counselor will develop and organize group activities and one to one counseling for youth while also connecting with community organizations, schools, places of worship, workplaces, etc for outreach to potential youth clients. The youth counselor will recruit, screen, orient and place individuals who want to volunteer as well as being responsible for the planning, development and delivery of outreach activities, forums, community fairs; develop tools and materials, techniques and strategies to publicize Rexdale Women's Centre's programs and services.

Core Competencies:

- Client Focus
- Accountability and dependability
- Communication
- Leadership
- Networking and Relationship Building
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- Organizational and Environmental Awareness
- Planning and Organizing
- Service Orientation
- Teamwork
- Energy and Stress Management
- Problem Solving
- Operating Equipment
- Ethics and Integrity

Job Duties:

Promotion and Planning

- Plan and organize group activities as well as one to one counselling for youth

- Promote awareness of the RWC's services to newcomers, immigrants, ethno-racial and migrant communities, grassroots networks, community organizations, community leaders, school, place of workshop, workplaces, etc.
- Promote, plan and assist with activities geared and oriented for youth
- Make presentations to other groups about RWC's services and programs related to youths.

Administration:

- Knowledge and ability to use database
- Prepare regular reports for the Program Coordinator
- Attend team meetings and other meetings called by RWC
- Maintain accurate records of work completed

Other Duties:

Provide support and guidance to volunteers, where required and appropriate perform other duties as assigned

Requirements

- Social Services or Community Worker diploma and/or degree and/or 3 years related experience
- Experience working with newcomers, immigrants and refugee and/or newcomer youth
- Experience working with a non-profit organization
- Above English language communication skills
- Proven computer literacy skills for Micro Soft Office (Word, Excel, Access, Power Point, Publisher, database etc)
- Work with youth from diverse backgrounds
- Working co-operatively and proactively as part of team as well as independently
- Familiarity with available community resources in our service delivery area an asset
- Self-motivated, prioritized workload to meet deadlines
- Write reports, with the assistance of the Program Coordinator
- Positively represent the organization in the community
- Experience working with volunteers
- Knowledge of the newcomer, immigrants and refugee services sector and of government policies related to newcomer immigrant, and refugee services and/or newcomer immigrant or refugee youth
- Good interpersonal, relationship building and conflict resolution skills
- High degree of resourcefulness, flexibility and adaptability
- Excellent verbal, written and interpersonal communication skills
- Second language and/or culture an asset
- Ability to work some evenings and weekends
- Valid driver's license with a clear record an asset

Work Conditions

- Interacts with youth, their families and the public at large
- Manual dexterity required to use desktop computer and peripherals
- Ability to attend and conduct presentations
- Travel may be required
- Lifting of object up to 10lbs may be required

DEADLINE: March 30, 2023

**Submit Resumes to:
YOUTH STAFF- HIRING COMMITTEE
222 Dixon Road, # 320
Rexdale, ON M9P 3S5**

EMAIL: admin@rexdalewomen.org

Only applicants who will be interviewed will be contacted

RWC is an equal opportunity employer and subscribe to the Ontario Human Rights Act.

RWC is a United Way Member Agency