



FOR YOUTH INITIATIVE

External Job Posting

POSITION TITLE: Youth Settlement Worker - Tagalog Speaking
PROGRAM: Settlement Program
REPORTS TO: Manager of Youth Settlement Services
DETAILS: One – Year Contract: Full-Time (35 hours per week)
(During Summer 28 hours per week)
SALARY: \$37,965 per annum (pro-rated during summer)
CLOSING DATE: March 2nd, 2012 @ 5:00 pm

Organization & Program Description

For Youth Initiative (FYI) is a non-profit, charitable organization operated by youth, for youth. FYI aims to encourage civic engagement and increase access to educational, recreational, economical and cultural opportunities for marginalized and at risk youth. Civic engagement, critical analysis, leadership, youth empowerment, skill building and community building are encouraged and incorporated in all community development work at FYI.

The settlement program provides youth settlement related services and programs including reception and orientation, translation and interpretation, referral to community resources, settlement counseling, general information and employment-related services for newcomer youth.

Position Summary

The Settlement Worker is responsible for working with newcomer youth from diverse communities. This position is also responsible for engaging and developing a plan of action with young newcomers to support their settlement in Toronto including providing supportive counseling and referring them to required external services. The Settlement Worker helps newcomer youth with various things that range from settlement, employment, education, housing, language skills and health care.

Main Tasks & Responsibilities:

- Meets youth clients one on one to assess their settlement needs
- Provides needs based settlement counseling and information
- Refers to appropriate community programs & resources and conducts follow-up with clients and agencies
- Identifies needs for group information sessions, identifies resource persons/speakers and manages outreach and logistics for the session
- Provides clients with interpretation and translation services
- Accompany clients to appointments with external services
- Educates and disseminates information to all newcomers on various issues through workshops/seminars
- Develop and implement transformative programs in FYI's space according to the needs identified by youth



- Coordinates community events relating to newcomer youth
- Prepares program related work plans as requested
- Inputs data into appropriate forms and reports
- Maintains required program records and weekly and monthly reports
- Conducts program promotion in newcomer communities and service organizations
- Participates in committees as required
- Develops outreach plans to target clients served
- Attends events and initiatives that are related to youth settlement work

Required Qualifications:

- The minimum level of education preferred is a community college diploma in social studies, community development or a related discipline
- Understands and utilizes an anti-oppression and anti-racist framework in all aspects of work
- Minimum of one year experience in working with newcomer clients
- Fluent verbal and written communication in Tagalog and English
- Previous experience working in a for-youth-by-youth model organization and with newcomer youth would be an asset
- In-depth understanding of challenges facing youth from ethnically diverse communities
- Experience in developing, implementing, and evaluating newcomer programs and services
- Familiar with the case management process, including intake, referral, and follow-ups
- Experience in workshop facilitation, leading peer groups, and providing youth with mentorship
- Creative programming ideas and experience with bringing diverse groups of youth together
- Ability to work with confidential and vulnerable information
- Experience with grassroots outreach methods and models of youth recruitment
- Good organizational and time-management skills, with the ability to work under pressure and meet deadlines
- Ability to manage program budgets and materials, and develop program resources
- Ability to adhere to and enforce FYI's mission, policies and guiding principles
- A successful clearance of criminal record verification will be required when necessary for the position.
- Ability to work evening hours as required for youth programming



How to Apply

Please send your cover letter and resume **as one document** in **MS Word or PDF format** by mail or e-mail to:

ATTENTION: YOUTH SETTLEMENT WORKER HIRING COMMITTEE

For Youth Initiative
1652 Keele Street
Toronto, Ontario M6M 3W3
Email: hr@foryouth.ca

Closing date for applications is FRIDAY, MARCH 2nd, 2012 at 5:00pm

For Youth Initiative is committed to employment equity initiatives. We encourage residents of York-South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBT and disabled community groups to apply and self-identify.

NO PHONE CALLS PLEASE