

AWA Employment Coordinator Full-time Opportunity

Delta Family Resource Centre (Delta Family) is a community-based agency, which has served communities in North-West Toronto for 40 years. Situated in ethno-racially diverse communities, Delta Family envisions a healthy and empowered community where families and children thrive. A multi-ethnic, multi-site organization, We provide a responsive range of programs, services and activities for families, young children and their caregivers, youth, the Black community and seniors. Delta Family is committed to anti-oppression, addressing Anti-Black racism and inclusive ways of engaging participants.

Delta Family Resource Centre's new **AWA** program is seeking an experienced Coordinator with ***sound knowledge and understanding of the multiple barriers faced by Black youth and their underrepresentation in the labour market and experience in coordinating employment-related programs.*** The Coordinator will lead a career advancement program for Black youth in the GTA, with a focus on those who have experience with the criminal justice system. The program involves recruitment and referrals of young Black adults to Information Technology (IT) specific, entrepreneurial and access to Trades training and apprenticeships with the goal of empowering youth and budding young entrepreneurs. In this role, the candidate will utilize their unique combination of skills and experience in counselling and coaching to create a pathway for young Black adults to gain the skills necessary to prepare for self-employment, business development and career paths into the IT and Trade sectors.

Responsibilities:

- The development and introduction of the AWA program, focusing on creating career pathways for Black youth in the GTA
- Creating and nurturing partnerships with existing and new industry-specific training providers and entrepreneurial programs and networks
- Creating intake and referral systems that allow the team to monitor client progress
- Coordinate the activities of a small team of career and mentorship coaches
- Coordinate and support the delivery of program information sessions, the assessment of participant eligibility, conduct intake, coordinate referrals and work with the program team to select black youth participants.
- Model a person-centered, strengths-based approach to understanding Black youth's complex experiences and emotions to guide the creation of their career goals
- Case management of youth engaged in the various programs
- Leading a career advancement program, identifying barriers to employment and assisting clients in developing job readiness skills to pursue entrepreneurship
- Ensuring that the clients access culturally responsive, holistic supports as they continue their journey to promote their success
- Providing some coaching advice and counselling to clients requesting information concerning self-employment, employment, referrals and advocacy.
- Track participant progress and self-employment outcomes for funder reports both during cohort delivery and after completion
- Maintains liaison with public and private organizations, including community organizations, to promote Delta Family programs and services, to exchange information, provide referrals and to develop the resources necessary to provide client services
- Coordinate community-based, culturally relevant wraparound services, referrals, supports and opportunities and/or leverage existing culturally relevant community partnerships to support the youth and their parents/guardians
- Ensuring all client notes and data entry are completed with accuracy and within a timely manner

- Performs related duties such as maintaining records, preparing reports, and attending meetings
- Achieving individual targets towards overall team outcomes
- Participating in delivering outreach and marketing activities within the community
- Create industry career pathways and opportunities for youth

Qualifications and Skills:

- Lived experience of the issues facing Black communities
- Minimum education requirement is a Post-secondary education, preferably in career development, employment counseling, or social service and/or related experience
- Minimum of two years of working with Black youth
- Minimum of two years working in the career advancement, employment counselling sector
- One year of experience in coordination employment related services
- Demonstrated experience of building and sustaining strategic partnerships
- Knowledge of the range of Employment Services and career advancement opportunities
- Understanding and critical analysis of challenges and systemic barriers to labour market integration
- Strong experience with career counselling, resume writing, interview skills, coaching, job search strategies, workshop facilitation, and strong knowledge of the labour market, industry trends and apprenticeships
- Knowledge of the issues related to Black youth involvement in the Criminal Justice system
- A good understanding of anti-black-racism and anti-oppressive practice
- Good working knowledge of various computer programs and employment databases with a proven ability to learn agency-used systems (i.e. Salesforce, Employment Ontario Information System (EOIS) and Case Management System (CAMs))
- Experience in Report writing and documentation of program outcomes
- Life Skills training would be an asset.
- The successful candidate will be required to have/obtain a current vulnerable sector Reference Check (can be obtained upon offer of position).

All Delta Family positions are hybrid positions; staff are required to spend some time in community, for without community, there is no Delta Family.

Salary: \$ 50,701 - \$52,572

Applications processed as they are received

Deadline: Dec 14th

Anticipated start date: Immediate (Please note that posting is open until position is filled).

Please submit your cover letter and resume by the closing date to [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

Subject line: Employment Counsellor/Coach

E-mail: [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

Please note that internal candidates will be considered before external candidates are processed.

Wherever possible, accommodation will be provided. Please let us know in advance if you require accommodation.

**We thank all applicants for their interest.
Regretfully, only short-listed candidates will be contacted.**