



PLEASE POST IMMEDIATELY

**Youth Worker – Social Services (2 positions)
Summer Employment - Canada Summer Jobs 2023**

Rose of Sharon Services for Young Mothers (RoS) is a charitable organization providing free support and educational services to prenatal and parenting young women under the age of 29 across York Region. Since 1985, we have given young mothers the opportunity to work towards their goals in a supportive, learning-centered environment while parenting their young children. With the generous support of our community, we can enhance the lives of young women and their families.

SUMMER EMPLOYMENT OPPORTUNITY (2 positions):

- Funded through Canada Summer Jobs 2024
- Full-time/9 weeks: May 21st – July 19, 2024 | 30 hours per week

SALARY:

- \$19.00/hour + 4% vacation and Mandatory Employment Related Standard benefits

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Program-Manager and the Office Administrator, the Youth Worker – Social Services will provide support to the programs and services offered for young mothers (14-29 years) and their children (0-6 years) as well as assist with administrative support for the agency. Program support will include assisting Rose of Sharon staff with social service/educational programs like: Parenting and Personal Development, Food Security/Practical Supports, Prenatal Education and Child Development online/onsite programs. Administrative support will include duties associated with Reception (customer service, database maintenance, file management) and assist with agency activities; engages clients, intergenerational volunteers, donors and community partners. Tasks may include:

- On an as-needed basis, support staff and clients in onsite/online programs: Parenting and Personal Development, Food Security/Practical Supports, Prenatal Education, and Child Development.
- Assist with the organization of Rosie's Closet and the Food Pantry; sort/organize donations and food, assist clients' access to resources.
- Research and data-entry related to programs.
- Support community outreach activities – create/distribute communication tools, promote agency services.
- Provide Reception administrative support – answer and return telephone calls, provide customer service to clients, donors, volunteers and staff.
- Database maintenance and filing.
- Prepare program and agency materials for distribution, events and meetings. (photocopy, mail, email).
- Know, re-enforce and follow RoS safety policies/guidelines & COVID-19/pandemic specifics.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with families from diverse social, cultural and economic backgrounds an asset.
- Experience working in social services, health care, education related field
- Knowledge and experience in any or all of the following is an asset: anti-oppression and anti-racism framework, trauma, mental health, violence against women, parenting, and child development, and pre/post-natal care.
- Knowledge of York Region community resources.
- Experience working in an office and/or customer relations environment an asset.

- Ability to prepare routine administrative paperwork.
- Database experience considered an asset.
- Strong written and oral communication skills.
- Competency using advanced features of Microsoft Office Suite.
- Strong time management, organizational and multi-tasking skills.
- Meet the demands of a fluctuating workload.

ADDITIONAL QUALIFICATIONS:

- Demonstrated interest in the non-profit sector.
- Access to a reliable vehicle and possess a valid driver's license.
- Must possess or apply for a current Vulnerable Sector Check.

PERSONAL SUITABILITY:

- Sensitivity to the impact of social, economic, environmental, and cultural issues on young families in York Region.
- Ability to work collaboratively within group settings with a multi-disciplinary team
- Client-centered approach and ability to respect confidentiality
- Non-judgmental, positive attitude.

FIELDS OF STUDY:

This position may suit a youth working towards and/or has completed a diploma/degree in Social Work, Social Services, Early Childhood Education, Sociology, Psychology, Women/Gender Studies, Fundraising, Communications, Marketing and/or Administration.

TO QUALIFY:

Applicant must meet Canada Summer Jobs 2024 eligibility requirements:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

APPLICATION DEADLINE: May 10, 2024

TO APPLY: Please email a covering letter and resume highlighting qualifications and experience to: **Bonnie Thamm, Program Manager** | email: bthamm@roseofsharon.com. **Please Note:** This position is dependent on funding. Only those applicants who are selected for an interview will be contacted. **No telephone or in-person inquiries please.** Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: kmckinney@roseofsharon.com and identify the job title in the subject line.