



Employment Opportunity Outreach Worker (RE-POST)

Reference No. SD-PES-OW-0919

PURPOSE: Reporting to the Social Development Manager, the Outreach Worker is to provide support to community members, and administrative support to the Pre-Employment Supports (PES) program. This is a full-time term position ending March 31, 2020 and works primarily in the office with local travel required.

RESPONSIBILITIES:

- Collaborate with a variety of internal programs and external organizations when providing program activities
- Support Pre-Employment Supports Program project, liaison between PES workers and clients, such as client follow-up, meetings, and other relevant details
- Communicate current opportunities for client's employment, training, educational opportunities and other information
- Provide one-on-one support to clients and provide support strategies
- Assist clients with accessing internal and external resources when appropriate
- Debrief with the PES team regarding outcome of group sessions and program activities
- Assist in developing, coordinating and preparing group session curriculum, program activities and topics to be addressed
- Conduct school visits to promote PES program activities, provide support to clients and home visits as required
- Attend a variety of community meetings, workshops, and organizations to promote program activities
- Develop daily written report to PES Workers, provide input to newsletter inserts and correspondence as needed
- Attend department staff meetings and team meetings
- Participate in a variety of internal and external committees and working groups as directed by the Department Manager
- Other related duties

Required Education and Experience: *(Please attach all required documents)*

- Diploma in Child & Youth Care, Social Work, or other related field
- Willingness to learn about Cowichan culture, customs and traditions
- Two years' experience working with First Nations communities
- Certification in First Aid
- ASSIST Training Certificate considered *an asset*
- BC **Class 5** Driver's License and Drivers Abstract **required**
- Criminal Record Check (C.R.C) **required**

Required Skills, Knowledge and Abilities:

- Knowledge of behavioral and mental health issues that face First Nations communities
- Knowledge of Cowichan culture, customs, and traditions
- Knowledge of internal and external community resources
- Ability to maintain confidential records and files
- Well-developed written, oral, and interpersonal skills
- Organizational skills and time management with the ability to multitask

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Only applicants who have been shortlisted will be contacted

Please quote: **Reference No. SD-PES-OW-0919**

Human Resources Department, Cowichan Tribes

5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: **4:00 p.m. Wednesday, September 18, 2019**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry