



## Employment Opportunity

### SWIS Youth Worker

Temporary Full time 40 hours/week

**Closing Date: Until suitable candidate is found**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30<sup>th</sup> year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

#### **About the position:**

Under the direction of the Program Manager, Program Supervisor and the Senior Youth Workers, the Youth Worker serves to support an innovative mentorship program for immigrant youth. The purpose of the program is to increase the capacity of ethnically diverse immigrant children and youth to contribute and to benefit from life in Canada. Immigrant youth are supported in their settlement and integration into Canada through orientation and ongoing peer mentoring. The Youth Worker will be responsible for planning, implementing the mentorship activities and events as well as reporting outcomes to the Program Supervisor and Manager.

#### **Scope of Duties and Responsibilities:**

- Provide a yearly plan for programming goals within their schools to ensure all outcomes are met and measured appropriately
- Review plans on a monthly basis to adapt to needs of students
- Provide ongoing updates to Program Supervisor and Manager regarding program goals and measurement outcomes
- Support in the development and delivery of comprehensive lesson plans aligned with program outcomes and goals; and submit detailed plans which illustrate outcome and goal measurement for each lesson created
- Establish a supportive coaching relationship with both peer mentors and newcomers
- Input client data in the ICARE and Bridge Kids database regularly to ensure accurate numbers of clients served
- Ensure client files are kept up to date and organized in the storage area (completed registration forms, field trip permission forms, student assessment needs form, surveys)

#### *Decision making:*

- Organize and coordinate field trips, guest speakers and special events
- Work with Facilitators to decide appropriate programming based on client needs at designated program locations

#### *Supervision:*

- Provide feedback and coaching to part-time Facilitators pre-and-post program
- Supervise Facilitators during work hours
- Provide supervisors with feedback regarding part-time staff performance

#### *Other:*

- Develop students' success by encouraging positive character development
- Establishing and sustaining a positive relationship with school staff, families and community partners
- Creating and providing opportunities for students which increase community engagement and involvement through volunteering
- Working closely with community partners, school staff and colleagues to facilitate students' learning through leadership training, life skills lessons and team building

#### **Qualifications and Requirements**

- + Post- secondary degree/diploma in education, social work, human services or a related discipline
- + 2-3 years of experience working with children and youth
- + Fluency in second language is an asset

- + Experience and knowledge working with diverse ethno-cultural communities
- + Strong experience in English writing and editing skills
- + Experience and knowledge of Microsoft programs including Word, PowerPoint, Outlook, and Excel
- + Solid understanding of Mentoring practices preferred
- + Related experience working or volunteering in a Mentoring Program preferred
- + Must have access to a vehicle and have a valid driver's license
- + Must be comfortable working in a hybrid environment (virtually and in-person)

**Please note that this is a contract position from December 6, 2021 to February 24, 2023.**

**Please [submit](#) your resume and cover letter.** We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)