

### Internal/External Job Posting

Position: Job Skills & Peer Mentoring Program Facilitator  
Accountability: Executive Director  
Hours of Work: 28 hours (full time) (days and some afternoons)  
Rate of Pay: Start rate \$22.33 –Job Rate \$23.02  
Location: 33 McGrigor St.  
Start Date: February/March 2023

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#### SUMMARY OF DUTIES:

The incumbent develops, coordinates and facilitates employment preparation, job search and placements for women in our programs including 2<sup>nd</sup> Stage, VAW Shelter, Supportive and Interim Housing as well as the broader community. You will develop and support relationships with Volunteers and businesses that provide opportunities to mentor clients. You will provide supports and related professional casework, advocacy and referral services for residents in a safe, supportive manner.

1. Support at risk women in developing job readiness skills.
2. Facilitate employment preparation and job search skills workshops for program and community clients
3. Assist women to take practical steps toward self-identified priorities and establishing support networks.
4. Provide workshops on a variety of topics, i.e. wellness and self-care, job readiness, and day to day life skills.
5. Develop effective community partnerships with agencies, companies, and Schools to secure employment opportunities, job placements, volunteer opportunities and job internships for clients
6. Maintain and report monthly statistics, prepare written, narrative and/or statistical reports as required.
7. Assists residents with daily, weekly and monthly tasks, i.e. paying phone bills, setting up bank accounts, accompanying to appointments
8. Responds in a positive manner to all relevant inquiries from residents, potential residents, outside contacts, staff etc.
9. Liaise with the community to promote and maintain cross-sectoral relationships.
10. Promote public awareness and foster understanding of the organization and its purpose and philosophy.
11. Attend all staff meetings and training sessions as assigned and participate in YWCA committees as appropriate/requested.
12. Provide back up and additional supports where needed to 2<sup>nd</sup> stage staff
13. Perform any other duties that may be assigned for the efficient and effective operation of the YWCA Durham.
14. Perform all duties in keeping with the philosophical framework set out in the Mission Statement, values and objectives of the YWCA Durham.

#### QUALIFICATIONS

1. Possess a Diploma or Degree in Human Resources, Social services or related work experience with a special expertise in Adult Education, Life Skills, and a strong understanding of Social Services.
  2. Previous experience in designing and facilitating a variety of workshops on topics such as Employment Readiness, Self-care, Life skills
  3. Thorough knowledge of casework, counselling and advocacy principles and application.
  4. Thorough knowledge of community agencies and resources.
  5. Knowledge of a range of women's issues and sensitivity to the diverse needs of Women
  6. Able to collect, analyze and report statistical data as required.
  7. Able to write clear and concise reports.
  8. Ability to work independently and as part of the YWCA staff team.
  9. Understand and respect the confidentiality of the YWCA, partner agencies, and program participants.
  10. Excellent organizational, time management, problem-solving and decision-making skills are essential.
  11. Demonstrate assertiveness, poise, tact and patience to deal productively with complex and sensitive issues.
  12. Must have a valid driver's license and reliable transportation.
  13. Current C.P.R. and First Aid training is an asset.
  14. Must have a clear Criminal Reference Check
  15. Second language is an asset
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**Submit Letter of Interest and Resume by:** February 9th, 2023  
(quote job title) Wendy Leeder/Susanne Groen  
Co-Executive Directors  
Wl@ywcadurham.org/Sg@ywcadurham.org

***We invite all qualified applicants from within the Bargaining Unit to apply.***

*The YWCA of Durham seeks to be an equal opportunity employer. We encourage applications from women of all race; colour; ethnic origin; religion; ability and sexual orientation.*