

**NOTICE:****JOB POSTING #0352****POSITION:** OUTREACH WORKER – (Employment Navigator)  
(Position funded until October 2018)**1 Temporary Full Time – Jim Green****SALARY:** \$21.85 - \$23.69 per hour depending upon applicants' length of seniority (as per the Collective Agreement)**HOURS AND DAYS OF WORK:**

- Monday through Friday
- Shift times are **09:00 to 17:00 hrs**
- Shifts are 7.25 hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice
- Probationary/ qualifying period will be 488 hours with mid and end point reviews.

**JOB SUMMARY:**

This Outreach position assists the residents of the Jim Green in becoming independently employed and bridges the gap for residents to connect with the appropriate employment services, vocational counsellors and supports, assisting in both the work action plan and follow-up in the residents return to work plan. These individuals may have a variety of challenging and often overlapping problems including serious mental illness, substance abuse (including IV drug use), hygiene issues, treatment (medical, psychiatric and rehab), and increasingly HIV+/Aids. Outreach Workers provide the necessary support, teaching, coaching and referral to resources to assist each individual obtain employment. The worker will foster healthy attitudes and practices in such areas as housing, hygiene, nutrition, treatment (including psychiatric, medical and/or rehab) and will, where no other service exists, assist the person to build social skills and life skills that will enhance their quality of life and employability while maintaining their independence and housing.

**JOB DUTIES:**

- Provide assistance, support and skill training to adult men and women to establish and maintain suitable return to work employment.
- Discuss, isolate and assess skills and interest
- Develop a flexible workplan of action
- Individual and group activities, ensure basic needs are met, network clientele with needed services
- Provide crisis intervention as necessary
- Assist with development of effective resumes, and job search connection to WorkBC and customized employment services and supports.
- Complete required paper work and reporting, maintain statistical data.

**QUALIFICATIONS:** Minimum Grade 12 education. Minimum of two years related work experience and prefer a minimum of one year of case management experience or equivalent. Good familiarity with related employment resources and networking. Suitability to work with disadvantaged and challenging adults in a less structured or isolated environment, strong ability to manage stress. Must provide a record of a recent Criminal History check. Must have current Standard First Aid Certificate; Crisis Intervention Skills Training an asset. Excellent oral and written communication skills; Must have excellent interpersonal skills. Must be able to quickly learn job responsibilities and duties. Must have the physical/mental ability to perform the job; must be able to operate job related equipment. Must have ability to understand and maintain clientele/worker boundaries. Must have ability to provide work direction. Must have a strong ability to relate to people in working relationships and in clientele communication. The job functions require a high degree of confidentiality and concentrated mental and written attention. External work will occur. The job duties are complex and may have a few disagreeable factors. Use of an automobile may at times be useful. A minimum of two (2) years sobriety if you have had concerns related to alcohol and/or drug use. This position is team oriented.

**CLOSING DATE:** Applications will be accepted until **17:00 hours, October 17, 2017****TO APPLY:** Refer to <http://lookoutsociety.ca/about-us/careers/current-postings>

Submit Application form and submit resume. Quote Job Posting #.

**Email to:** [info@lookoutsociety.ca](mailto:info@lookoutsociety.ca)**or Fax to:** 604-255-0790

*"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9 (Selection Criteria)."* **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.

**ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED**