



# Northwest London Resource Centre

## Youth Outreach Prevention Assistant Job Description

### **Position Overview:**

NWLRC is seeking a dedicated and skilled Youth Outreach Prevention Assistant to provide crucial support for our **Northwest Youth United**. The role involves assisting with the coordination of each 12-week cycle, implementing diverse activities to equip youth with essential life skills, and supporting the pairing of mentors with participants. The Youth Outreach Prevention Assistant will play a vital role in working directly with local schools to identify high-risk youth and bringing them into a unique version of the Northwest Youth United with a peer mentorship system.

### **Report to:**

The Youth Outreach Prevention Assistant will be an employee of Northwest London Resource Centre (NWLRC). Day-to-Day supervision/consultation will be provided by the Youth Outreach Prevention Specialist of Northwest London Resource Centre in the form of formal supervision meetings as well as informal support as requested by the Youth Outreach Prevention Specialist.

### **Qualifications:**

Social Service Worker Diploma, or other related social service fields of expertise or previous experience in youth outreach and prevention programs.

### **Commitment:**

This is a full-time position for 37.5 hrs/week that incorporates service delivery times into early evening and the occasional Saturday. Set work schedule planned in three month blocks.

### **Wages:**

\$24 per hour with benefits after 3-month probation period.

### **Responsibilities**

#### **Cycle Support:**

- Assist in coordinating each 12-week cycle of the Youth Empowerment Program.
- Contribute to the design and implementation of activities promoting personal growth and essential life skills.

#### **Mentorship Support:**

- Support the pairing of mentors with youth participants to foster trusting relationships.
- Assist mentors and participants throughout the program.

**Collaboration with Local Schools:**

- Facilitate the inclusion of identified youth in a unique version of the Northwest Youth United program with a peer mentorship component.

**Outreach and Information Dissemination:**

- Collaborate with the Outreach Worker to be present at each school once a week.
- Effectively reach and support the youth population, providing information to school staff and youth about the Northwest Youth United program.

**Qualifications:**

- Strong organizational and time management skills
- Excellent interpersonal skills as well as verbal and written communication skills
- Capacity to build relationships with youth, parents, community members, and professionals
- Proven ability to work with youth of diverse and ethnic/cultural backgrounds
- Motivated, self-starter and able to work in a youth focused environment
- Capacity to work independently as well as within a multidisciplinary team
- Proficiency with Microsoft office, Google Forms, and database entry
- Ability to meet deadlines
- Clearance through a Vulnerable populations police screening process
- Current CPR and First Aid certification (or willingness to obtain certification)
- Experience in program development and implementation.
- Current Safe Food Handling certification (or willingness to obtain certification)
- Valid Driver's license with access to a car is an asset
- Must have a registered Social Insurance Number and eligible to work in Canada.

To apply for the position please send resume and cover letter as one Word Document or PDF File to Administration Coordinator Vincent Tao at [vtao@slnrc.ca](mailto:vtao@slnrc.ca)

Thank you for your interest in this position but only candidates selected for an interview will be contacted. Please do not call.

“We work together to “empower and enrich the neighbourhood in an inclusive environment.”