

We are currently hiring for two positions please scroll down to see both opportunities



Centre for Young Parents  
Invites applications for:  
**Work Experience Coach**

Full time: 28 hrs/week, with a variety of shift including weekdays, evenings, and weekends

Rate of pay depends on experience and education level

Range includes: \$22-\$25 an hour

Centre for Young Parents is a registered charity which has been providing accessible, responsive professional services to adolescents and their children within the Grande Prairie area for over 35 years. You would be joining an established agency that has been effective in partnering with families, community agencies, and volunteers to cultivate a breath of services with the goal of enhancing the wellbeing and developmental growth of adolescent parent families.

A Job Coach, or Job Advisor, is responsible for helping participants develop professional plans and job skills. Duties include meeting with participants to discuss their goals, concerns, and long-term aspirations, developing individual improvement plans for each participant and compose reports to highlight a participant's improvements or setbacks.

We are looking for a dedicated and experienced Work Experience Coach to assist participants in finding suitable job openings and career advancement opportunities. The Work Experience Coach's responsibilities include helping participants to prepare for job interviews, recommending effective job search techniques, and working with participants to enhance their job skills. You should also be able to address any concerns employers may have regarding the hiring of participants with disabilities.

To be successful, you should be knowledgeable of different career paths and committed to helping participants achieve their employment-related objectives. Ultimately, an outstanding work experience coach should be able to build rapport with participants and demonstrate excellent organizational, analytical, and problem-solving skills.

**Work Experience Coach duties and responsibilities:**

As a Work Experience Coach, regular interaction with participants is to be expected. It will be important to build relationships to learn where there are professional gaps and where participants have skills to offer employers. Motivating participants is another important part of the job, as is helping participants learn to navigate the social aspects of the workplace. An experienced, qualified Work Experience Coach can:

- Plan and implement a job coaching strategy with multiple participants

- Developing and implementing effective coaching strategies to help participants overcome employment-related challenges.
- Plan and implement a job coaching strategy with multiple participants
- Identifying participants strengths and advising them on how to use those strengths to secure employment or excel in their chosen career path.
- Providing information on suitable career paths based on participants skills, qualifications, interests, and experience.
- Conducting tests to assess participants skills and abilities and providing feedback on test results.
- Reviewing participants resumes and suggesting improvements as needed.
- Maintaining accurate records of participant's progress.
- Liaising with employers to identify possible job opportunities for clients.
- Teaching participants how to use job-related tools, instruments, and equipment correctly.
- Reviewing participants personal and educational undertakings and how the manifestation of these might inform their prospective job-related choices.
- Inspecting participants career-related aspirations, concerns, and uncertainties throughout the consultation process.
- Liaising with community organizations to enhance programming and partnerships
- Reviewing participants personal and educational undertakings and how the manifestation of these might inform their prospective job-related choices.
- Guiding participants through the completion of aptitude, personality, and adjacent tests.
- Scoring participants responses to pertinent items and conferring with them about the results of these.
- Proposing career-related options that are congruent with your substantiated insights.
- Informing participants about potential shortcomings in their skill sets and devising strategies to remedy these.
- Walking participants through the process of compiling and restructuring their resumes.
- Pinpointing and informing participants of potentially helpful career-related opportunities.

#### **Job Coach Requirements:**

- Education in human resource management, Social Work, Addictions, Community Support Worker or related field is preferred.
- Proven experience working as a work experience coach.
- Sound knowledge of different jobs and career paths.
- Proficiency in all Microsoft Office applications.
- Strong problem-solving and analytical skills.
- Valid Alberta Driver's License, Class 4 would be ideal, reliable vehicle with appropriate insurance, and clean driver's abstract
- Excellent research, organizational, and time management skills.
- Effective communication skills.

***\*\*All applicants must provide a current (within 3 months) Police Information Check including vulnerable sector search, Intervention Record Check and a driving abstract summary/record with less than five demerits points must be provided prior to confirmation of employment with the agency.***

Please submit resume with cover letter via email noting subject line "Work Experience Coach Application" to:

Shauna Livesey, Executive Director

Centre for Young Parents

9625 Prairie Road, Lions Learning Centre, Grande Prairie, Alberta, T8V 6G5

Email: [shauna.livesey@gppsd.ab.ca](mailto:shauna.livesey@gppsd.ab.ca)

Centre for Young Parents

Invites applications for:

## **Assessment/Navigation Worker**

Full time: 28-35 hrs/week, with a variety of shift including weekdays, evenings, and weekends

Rate of pay depends on experience and education level

Range includes: \$24-\$26 an hour

Centre for Young Parents is a registered charity which has been providing accessible, responsive professional services to adolescents and their children within the Grande Prairie area for over 35 years. You would be joining an established agency that has been effective in partnering with families, community agencies, and volunteers to cultivate a breath of services with the goal of enhancing the wellbeing and developmental growth of adolescent parent families.

As an Assessment/Navigation Worker you will work directly with pregnant and or parenting young parents and their families to provide services which contribute to the development of healthy life & coping skills, enhance family functioning, improve outcomes for children and increase protective factors for all members of the family.

The successful candidate will be committed to providing nonjudgmental, family centered support services to support and educate parents toward improvements in their parenting abilities and self-sufficiency goals through group facilitation and in home support.

**Why you would love working here:**

- You will be joining a close-knit passionate team that believes in the potential of all people
- The work is inspiring, challenging and very rewarding
- You will be encouraged and supported with ongoing learning and professional development
- Comprehensive benefit plans
- Work-life balance/work-place wellness is a value of the organization
- Our families, volunteers and Board members all engage within our agency voluntarily, believing in the power of support and that all families can thrive

The position requires you to engage families through early intervention and family driven practices providing in home as well as group-based services.

**As a Assessment/Navigation Worker you will:**

- Be highly motivated, able to work independently, to work with youth and families from various backgrounds to provide flexible and responsive support to adolescent parents, their families and their children
  - Compassionately use your knowledge of child development, positive discipline strategies and family dynamics to provide education (ex. parenting skills) and support services to families in their own homes.
  - Provide support and information regarding options counseling, birth control use, pregnancy and pre/post-natal care.
  - Work with family to conduct family assessments, develop service plans, and measure outcomes, advocacy, referrals, case management and community partnering.
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- Develop and maintain good relationships with local Child & Family Services, support networks, outside agencies and community resources which allows you to be an advocate for families
  - Help families connect with community resources & support networks to enhance family functioning.
  - Lead support groups
  - Maintain accurate client file & program documentation, record of client activities, assessments and document client outcomes.

**Location and Schedule:**

The agency office is located in the city of Grande Prairie however work with families will take place in various locations within the service region (up to 80Km from the city), which include the office, community outreach, as well as in families home visits. The Assessment/Navigation Worker is required to fill 28-35 hours per week. Evening and weekend work is required at times as we strive to be flexible and responsive to family needs. The Assessment/Navigation Worker must be prepared to transport clients and their children daily within the city of Grande Prairie with a agency vehicle.

**The ideal candidate will possess:**

- A Diploma or Degree in Child and Youth Care, Social Work, Human Services or related experience such as ECE.
- Experience working in family intervention or a related human service field or equivalent.
- Valid First Aid / CPR Certificate

- Valid Alberta Driver's License, Class 4 would be ideal, reliable vehicle with appropriate insurance, and clean driver's abstract
- Suicide Intervention and Prevention Training and cultural sensitivity
- A solution focused mindset, are adaptable, possess strong communication skills, and works well within a team environment,
- proficient within a computerized environment,
- Training in trauma informed practice, and family development (*teen and child development*) would be an asset and we will look at transferable skills
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

***\*\*All applicants must provide a current (within 3 months) Police Information Check including vulnerable sector search, Intervention Record Check and a driving abstract summary/record with less than five demerits points must be provided prior to confirmation of employment with the agency.***

Please *submit resume with cover letter via email* noting subject line "Navigation/Navigation Worker Application" to:

Shauna Livesey, Executive Director

Centre for Young Parents

9625 Prairie Road, Lions Learning Centre, Grande Prairie, Alberta, T8V 6G5

Email: [shauna.livesey@gppsd.ab.ca](mailto:shauna.livesey@gppsd.ab.ca)

[www.teenparents.ca](http://www.teenparents.ca)

***We appreciate and thank you for your application; however, we contact only those candidates who are selected for an interview.***