

**NOTICE:**

**JOB POSTING #0021**

**POSITION:** Outreach (Employment Navigator)

**1 Full Time – LEEP, Vancouver/North Vancouver**

**SALARY:** \$26.42 - \$28.63 depending upon applicants' length of seniority (as per the Collective Agreement)

**HOURS AND DAYS OF WORK:**

- **Monday through Friday**
- Shift times will be from **09:00 to 17:00 hours**
- Shifts are **7.5 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:**

The Employment Navigator Outreach Worker reports to the Program Manager or designate and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout's Code of Ethics. Duties and responsibilities include providing support, direction, and assistance and advocacy services pertaining to employment to a wide variety of Lookout guests across the organization. Will assist individuals with challenges such as mental health, HIV, housing, and addictions issues. The Outreach Worker provides a variety of day to day physical, emotional and social supports, advocacy and life skill assistance for guests who may access treatment(s) or who do not adequately utilize needed services. The Employment Navigator Outreach Worker assists in the development of supportive relationships in the community, including with employers and service providers.

**JOB DUTIES (In Brief):**

- Provide assistance, support and skill training to adults who may be facing multiple barriers
- Will work on securing and maintaining stable employment
- Will build solid working relationships with employers to increase employment options
- Will discuss, isolate and assess issues and develop a flexible plan of action for guests
- Will ensure basic needs of guests are met and network, as needed, with community services
- Will provide crisis intervention as necessary
- Complete required records and maintain statistical data
- Provide assistance for new staff, volunteers or students
- Will drive company vehicle at times
- Job duties are complex and may have a few disagreeable factors

**QUALIFICATIONS & COMPETENCE:**

- Related Diploma or Certificate; or minimum Grade 12 education, plus two (2) years of recent related experience; or equivalent combination of education, training, and experience
- A minimum of one (1) year of case management experience is preferred
- Familiarity with community resources, particularly addiction, mental health, welfare, and harm reduction
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have a Class 5 Drivers' Licence and Drivers' Abstract and Business Insurance**
- Crisis Intervention Skills Training is an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing, documentation, and organizational skills
- Ability to understand and maintain clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Strong physical and mental ability to perform work tasks and operate job related equipment
- A minimum of two (2) years of sobriety if you have had concerns related to alcohol and/or drug use  
Criminal Record Clearance – Vulnerable Sector

**CLOSING DATE:** Applications will be accepted until **January 18, 2022 at 5:00pm**

**TO APPLY:** Submit cover letter and resume with the Job Posting # in the subject line to: [work@lookoutsociety.ca](mailto:work@lookoutsociety.ca)

*"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.**

c. BCGEU, Shop Steward