



**Title:** Growing Opportunities Manager  
**Department:** Growing Opportunities  
**Reporting to:** Director of Programs, and the Executive Director

### **JOB PURPOSE AND SUMMARY:**

The Growing Opportunities program at Resource Assistance for Youth, Inc. (RaY) provides youth ages 16-29 with pre-employment training and on-the-job support including life skills and mentorship opportunities. The Growing Opportunities Manager is responsible for maintaining workplace partnerships, ensuring our kitchen training program is fully functional and meeting food service standards as well as, providing supervision support to the staffing in the Growing Opportunities department. RaY is a fast paced environment which depends on reliable, open-minded, flexible and team oriented individuals to *provide youth with what they need, on their terms, to better their lives.*

**Hours:** Full-time, 37.5 hours weekly

**Hourly wage:** \$18-\$22 per hour

**Schedule:** Mon-Fri (9:00- 5:00 p.m.), some evenings and weekends may be required

### **KEY RESPONSIBILITIES:**

The responsibilities of the Growing Opportunities Manager include, but are not limited to the following:

#### **1. Program Leadership (40%)**

- Creates a cooperative and respectful environment that facilitates the success of the Growing Opportunities program
- Provides regular and direct supervision to program staff within department
- Responsible for monitoring staff and youth morale
- Interview, hire and trains program staff in collaboration with the Director of Programs
- Collaborates with the Leadership team to support initiatives that widen the scope of youth care best practices
- Schedule and facilitates regular team meetings
- Actively participates in a collaborative role with the management team (Director of Programs, Office and Finance Manager, Information and Research Manager and the Executive Director) to ensure policies and workplace standards are implemented
- Maintain files and records of participants and department staff in partnership with the management team
- Oversee program activities and provides suitable training opportunities to staff that align with program objectives and trends.
- Participates and promotes a healthy and safe work culture
- Oversee the Kitchen Training Program and inspects the cleanliness, preparation and storage of food on a regular basis to ensure compliance with the Food Handling Establishments Regulation under The Public Health Act

## **2. Case Management and Coordination (30%)**

- Coordinate and facilitates case management with community partners, stakeholders and agencies to include appropriate referrals, advocacy, wrap-around supports and identified needs are being met
- Ensure all participants are provided with case management supports which include life mapping/goals planning, systems mobilization and regular check-ins
- Provide participants with employment, training and education opportunities while advocating on their behalf to ensure appropriate resources are being offered
- Regularly conducts intakes, case reviews and case planning in partnership with the program staff and in some cases, with other departments
- Assists participants in identifying employment/education barriers to encourage longevity in work placements by problem solving, resulting in meaningful outcomes
- Supports participants in identifying work-related interests, goals, personal skills and strengths that attract and discover potential partnership opportunities
- Assists participants in identifying challenges and stressors that would influence their ability to manage self under pressure while providing personal growth and professional development opportunities
- Increases education and awareness around workplace safety and rights
- Ensure proper training is provided and maintained for all participants prior to work placements and during placements.
- Support internal workshops that promote life skills, money management, other related topics that also provide access to job-related requirements such as identification, criminal record checks, personal bank accounts, etc.
- Provide resume development support and interview skills training
- Conducts consistent job searching and maintains on-site resource board and other communicative strategies supporting current postings and opportunities

## **3. Financial Management and Reporting (25%)**

- Adhere to all budgetary constraints to ensure the program is consistent with Ray's financial mechanisms and reporting schedule
- Provides Office and Finance Manager with relevant employee information
- Monitor participants in their work placements using internal tracking forms that provide payment for services through honorariums or payroll services while maintaining timesheets, sign-in and sign-out documentation.
- Maintain petty cash functions and controls with a monthly budget and excel spreadsheet
- Conducts regular shopping trips to ensure equipment, food and storage needs are being met
- Create and regularly updates an inventory control list of kitchen and cleaning supplies
- Track daily statistics and reports it into the database
- Work with the Management team in conducting monthly reporting as it pertains to funder(s) and organizational requirements

#### **4. Community Involvement (5%)**

- Participation on community boards, committees and coalitions relating to social enterprise, community kitchens, youth employment, education and youth homelessness
- Participate in community activities to promote, partner and network with key stakeholders
- Develop and maintain relevant partnerships with community businesses and agencies
- Create working contracts to support placements for both the choice of employer and participant that outlines objectives and goals
- Ensure regular communication is consistent with all partnerships
- Assist in the organizational communication strategy that highlights and recognizes partnerships and program-related successes

#### **Perform other tasks as assigned**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Required Assets**

- Creative problem solving
- Strong advocacy skills
- Demonstrated HR, supervision and mentorship competencies
- Demonstrated youth care experience
- Experience working with vulnerable youth or other at-risk populations
- Strong working knowledge of harm reduction principles
- Ability to multitask and prioritize in a fast-paced environment with minimal supervision
- Responsible, organized, and detail oriented
- Excellent interpersonal, communication and written skills

##### **Desired Assets**

- Familiar with the Canadian Food Inspection Agency guidelines
- Knowledge of the Food Handling Establishments Regulation under The Public Health Act

##### **Education and Experience:**

- Post-secondary education in community development, human services/ or social services (BA, BSW/ B.Ed), equivalent education and experience will be considered
- Minimum of 2+ years of management/supervision experience in social services
- Preferred certification: CPR, First Aid, WHMIS, Food Handlers, ASIST, NVCI
- Valid class 5 driver's license
- Criminal Record Check, Child Abuse Check and Driver's Abstract
- Proficiency in MS Office and Google products

### **Physical Demands and Work Environment**

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: an environment of high-stress and fast paced crisis intervention. Travel required to transport participants and conduct regular shopping errands/ harvest pick-ups

*Ray is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply.*

Please email your resume and cover letter *detailing the position title in the subject line* by **March.22<sup>nd</sup>, 2017 before 4:00 p.m.** to the Director of Programs, Nikketa Campbell at [ncampbell@rayinc.ca](mailto:ncampbell@rayinc.ca).

Thank you for your consideration