



Summer Student Employment
S.E.T.T. COACH (Summer Employment Training for Teens)

Reports to: Supervisor
Location: One Position in Pembroke & One in Renfrew

POSITION SUMMARY

The SETT Coach position works directly with the frontline staff and explores the interests of youth accepted into the SETT program to facilitate work placements in the community. The SETT coach provides direct support to placed youth and employers to foster successful outcomes.

DUTIES

- Identify youth's interests, strengths, areas in need of development, and future goals
- Assess youth's awareness and understanding of all aspects related to employment (job search, job maintenance, employment resources offered in the community, online resources/supports, employer expectations, etc.) and work with youth to increase job readiness
- Connect with existing community business partners and develop new partnerships for potential job placements for youth in the SETT Program
- Support youth in all aspects, as necessary, of their job search and throughout their job placement
- Address any issues that arise with the youth prior to and during their job placement
- Connect with employers to address any issues that arise and obtain feedback for youth
- Consult with referring personnel, including: social workers, probation officers, and/or family counselors when necessary to gather further information or gain insight about the youth.
- Other duties assigned by the Supervisor

KNOWLEDGE & SKILL REQUIREMENTS:

- Currently enrolled in a post-secondary establishment and returning to school in September 2021
- Must have valid Ontario Driver's License and access to a vehicle
- Must have the ability to work independently, be highly organized and have sound knowledge in working with basic computer applications such as Microsoft Office, Word and Excel.
- A clear vulnerable sector police records check
- First Aid and CPR Certification is considered an asset
- Oral and written proficiency in French is considered an asset.
- Excellent interpersonal skills, self-discipline, good judgment.

- Well-developed organizational skills with an ability to prioritize and manage time effectively.
- Respect for confidentiality and professionalism when handling confidential documents.
- Ability to maintain good public relations, to get along with staff and to relate effectively, efficiently and responsibly to management.

DURATION:

Beginning of May until end of August

SALARY:

\$14.25 per hour

Deadline for applications is April 9th, 2021 by 4:30 p.m.

Our preferred method of resume collection is by electronic submission to careers@fcsrenfrew.on.ca.

Please reference "SETT" in your subject line.

**You can also apply directly to:
Supervisor of Human Resources
Family & Children's Services of Renfrew County
77 Mary Street, Suite 100
Pembroke, ON K8A 5V4**

We thank all candidates for their interest; however, only those considered for an interview will be contacted.