



Big Brothers Big Sisters
OF PEEL | YORK

COMMUNITY-BASED MENTORING CASEWORKER

REPORTS TO: PROGRAM MANAGER

PRIMARY LOCATION: YORK REGION

CONTRACT: 1 YEAR, FULL TIME (35 HOURS/WEEK)

ABOUT BIG BROTHERS BIG SISTERS OF PEEL | YORK

Big Brothers Big Sisters of Peel | York is an organization that believes in igniting the power and potential of young people. Our dedicated team provides support to children, youth, and families through various mentoring programs and the committed work of community volunteers.

POSITION SUMMARY

Big Brothers Big Sisters of Peel | York is seeking a dynamic youth-serving professional with 2-3 years of experience in Human Services and a passion for mentoring. The Community-Based Mentoring Caseworker position is a full time (35 hours per week) contract position beginning as soon as possible. The successful candidate will work closely with families and volunteers to establish and support community-based mentoring programs across York Region. This role will be the primary Caseworker overseeing *Big Brothers* and *Big Sisters* one-to-one matches.

The Community-Based Mentoring Caseworker is responsible for training volunteer mentors, supporting children/youth and caregivers, and establishing new mentoring matches in adherence to agency policies and procedures. They will be accountable for coordinating and executing community-based mentoring efforts, and propelling our mission and vision throughout the community by increasing awareness of services offered. Additionally, the Community-Based Mentoring Caseworker will work collaboratively with other agency staff to ensure funding and service delivery objectives are met.

KEY REQUIREMENTS:

- Successful completion of post-secondary education in Human Services (minimum of a two-year program - copy of diploma/degree will be requested)
- Two years of experience working with children, youth, and families within diverse communities
- Familiarity with York Region's diverse community is preferred
- Experience with program coordination is an asset
- Proven experience working in a team environment and ability to work self-directed
- Demonstrated ability to work effectively in both remote and in-office working environments
- Excellent problem solving, written and verbal communication skills
- Strength-based, trauma informed approach to service delivery with knowledge of child safety
- Commitment and knowledge of inclusive organizational practices
- Demonstrated ability to work collaboratively and respectfully with diverse individuals at all levels of the organization
- Comfortable in a group facilitation/trainer role

- Strong time management skills and the ability to prioritize workload as needed
- Experience with data entry and database management
- Proficient in MS Office Applications; Word, Excel, Power Point, Outlook, Teams
- Ability to work flexible hours, including evenings and some weekends as necessary
- Valid G Driver's License and access to a vehicle with insurance liability of \$2,000,000
- Current and satisfactory Vulnerable Sector Screening
- Ability to speak a second language is preferred

KEY RESPONSIBILITIES:

- Intentionally focus service delivery efforts to meet community needs and funding objectives
- Establish and coordinate new one-to-one mentoring matches across the Region, in adherence to local and national standards
- Monitor and support one-to-one mentoring matches employing nationally developed tools
- Organize and facilitate training sessions for volunteer mentors, children/youth, and families
- Promote awareness of programs through school presentations and community volunteer fairs
- Maintain strong working relationships with community partners
- Ensure all policies and standards related to the role, and overall service delivery, are adhered to
- Maintain the dignity and confidentiality of all individuals and families accessing services

KEY REWARDS:

- Flexible working hours
- Remote/hybrid working options
- Compensation based on experience
- Training and professional development opportunities
- Positive and supportive work environment
- Free on-site parking
- Mileage reimbursement for work related travel

Please forward resume and cover letter outlining your relevant work experience with children, youth and volunteers to Katie Lowes, Program Manager, at katie.lowes@bigbrothersbigsisters.ca by September 30th. No phone calls please. More information about our Agency is available on our [website](#).

Thank you to all applicants for your interest in this position. Please note that only those selected for an interview will be contacted.

Big Brothers Big Sisters of Peel York is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse population it serves. Big Brothers Big Sisters of Peel York promotes the principles of diversity and equity and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

This job posting is available in an alternative format upon request. If you are a person with a disability and require technical aids or alternate arrangements for tests or interviews, please advise us of these needs when you are contacted for an interview.