



Dan's Legacy – Recruitment & Practicum Placement Specialist

Position Summary

Dan's Legacy is currently seeking a full-time, trauma-informed, and culturally sensitive Recruitment and Placement Specialist to work with youth at risk, ages 15 to 25 years old, helping them find suitable work opportunities/practicums in the food service industry. This position works in conjunction with our Intro to Cook job - skills training program and reports directly to the Program Manager.

Duties & Responsibilities:

- Liaise with the Program Manager and Social Workers in the design and execution of recruitment strategies
- Liaise with the Program Manager in the design and execution of practicum placement strategies
- Develop and maintain relationships with community organisations providing support and programming to youth at risk (ie: WorkBC)
- Develop and maintain relationships with individual businesses and business associations in the hospitality and food service industries
- Liaise with Program Manager and Social Worker in the management of student database
- Assist student participants in sourcing work experience and/or practicum placements in the hospitality and food service industries
- Liaise with Program Manager, Social Worker, program therapist(s) and Executive Director in the production of reports for program funders
- Performs other duties as assigned

Qualifications & Requirements:

- Must be double vaccinated against COVID-19
- A successful criminal record and vulnerable sector check will be required prior to the start of employment
- Ability to travel to New Westminster where the program is located
- Be able to demonstrate basic computer literacy in standard office software programs, i.e., Word, Excel, Zoom, e-mail, and smartphone applications for administrative duties
- Experience in a post-secondary environment (college, university, trade school, etc.) assisting students secure practicum placement opportunities; business networking; knowledge of the hospitality and/or food service industry (preferred)

Interpersonal Skills:

- Attention to detail
- Organisational skills
- Problem solving skills
- Ability to work independently
- Adaptability & flexibility
- Teamwork & cooperation
- Dependability & responsibility
- Strong communication skills



About Dan's Legacy

Dan's Legacy provides trauma-informed and culturally sensitive counselling and life-skills programs to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. Dan's Legacy's therapy and outreach teams go directly to the youth wherever they are, there are no wait lists, and all the organisation's services are free. In the past year, Dan's Legacy helped over 400 youth stabilise their mental health, and begin working towards their educational, employment and recovery goals.

Intro to Cook Description

Dan's Legacy's "Intro to Cook" job-skills program provides clinically supported training in cooking skills to youth ageing out of care, Indigenous youth, young women survivors of gendered violence and new Canadians. The Chef Instructor, supported by Dan's Legacy's counselling and outreach team, works with a cohort of young adult students with various mental health challenges. Training is provided to the Chef Instructor from the counselling team to learn best practices in supporting youth with trauma-based mental health challenges.

Dan's Legacy knows that at-risk youth need opportunities to not only maintain their mental wellness but also grow and thrive in the community. The "Intro to Cook" Program is designed to provide youth with the training they need to work immediately in the hospitality industry, or move on to further post-secondary culinary skills training, eventually obtaining Red Seal Certification.

The entire program operates under the clinical supervision of Dan's Legacy's Therapists, ensuring the youth have mental health counselling support before, during and after the training. This position will report to the Program Director and will be responsible for a variety of tasks for the Program including scheduling, budgeting, managing staff and clients, annual reporting, building program awareness and structure.

For more information about Dan's Legacy:

- www.danslegacy.com

Dan's Legacy is an equal opportunity employer, and we attempt to hire employees who reflect the diversity of our clients - Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply. We respectfully and gratefully acknowledge that our work takes place on the unceded, and traditional territory of the Coast Salish peoples.