



Dan's Legacy – Recruitment & Practicum Placement Specialist

Position Summary

Dan's Legacy is currently seeking a full-time Recruitment and Placement Specialist to support our job-skills training program. The successful candidate will help our youth clients, aged 15 to 25 years old, find suitable work and practicum placement opportunities in the food service, hospitality, and warehousing industries in Metro Vancouver. This position reports directly to the Program Manager – Counselling.

Duties & Responsibilities:

- Liaise with the Program Manager in the design and execution of recruitment strategies
- Liaise with the Program Manager in the design and execution of practicum placement and work experience strategies
- Conduct outreach with partners in the food, hospitality, and warehousing industries to source potential partnerships for work/learning opportunities for our youth clients
- Develop and maintain relationships with individual businesses and business associations in the hospitality, food service and warehousing industries
- Assist student participants in sourcing work experience and/or practicum placements in the hospitality, food service and warehousing industries
- Collaborate with outreach and therapy team to promote best possible outcomes for youth clients
- Maintain a historical database of the interactions with our youth clients and industry partners
- Track outcomes and provide information for annual reports as directed by the Program Manager and Executive Director
- Perform 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
- Access to use of reliable personal vehicle is an asset; the position involves outreach with community and industry partners as well as work in New Westminster where the programs are located
- Be able to demonstrate computer literacy in standard office software programs, i.e., Word, Excel, Zoom, e-mail, and smartphone applications for administrative duties
- Experience with case management or customer relations management software is an asset
- Experience in a post-secondary environment (college, university, trade school, etc.) assisting students secure practicum placement opportunities; business networking; knowledge of the hospitality, food service industry and/or warehouse industries (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 organization's services are free. In the past year, Dan's Legacy helped over 600 youth stabilize 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 to our youth clients to provide them with industry level culinary knowledge and skills. Dan's Legacy knows that at-risk youth need opportunities to not only maintain their mental wellness but also to 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 and food service industry, or move on to further post-secondary culinary skills training, eventually obtaining a 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.

Counselling Program Description

Dan's Legacy's counselling programs are designed to meet the specific needs of this highly vulnerable group, with holistic therapy based on Cognitive Behaviour Therapy (CBT), Dialectical Behaviour Therapy (DBT) and Mindfulness principles, balanced with proper diet and exercise. When these youth cannot access counselling and life-skills support, they are at risk of developing serious and life-long mental health issues, chronic unemployment, homelessness, addiction, and death by suicide.

For more information about Dan's Legacy:

- www.danslegacy.com

Come join our team! Apply now.

- hr@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.