



Dan's Legacy – Outreach Worker Job-Skills Training Program

Job Description

Position Summary

Dan's Legacy is currently seeking a full-time Outreach Worker assigned to its job-skills training program. The Outreach Worker assists participants in the various training programs to achieve their certification goals. Duties include: liaising with WorkBC case managers to assist program participants complete certification for programs such as FoodSafe and WHMIS; providing support to the outreach, instructional and therapy teams; developing an inventory database; producing monthly report; and demonstrating program participants order fulfilment and correct storage practices. This position reports directly to the Program Manager.

Duties & Responsibilities:

- Help participants learn warehouse procedures and safety
- Develop a food inventory database that can account for incoming and outgoing food
- Assist instructors in fulfilling orders for various programs
- Ensure proper storage practices (cold, frozen, dry storage)
- Coach participants by involving them in all aspects of the training, keeping in mind this is an employment preparedness program for youth with barriers
- Liaise with instructional, outreach and therapy teams on participant needs outside of training
- Maintain positive relationships with community partners
- Submit monthly food inventory and participant progress reports to the Program Manager
- Perform other duties as assigned

Qualifications & Requirements:

- Proof of vaccination required as we work with vulnerable populations and occasionally operate in health facilities. Dan's Legacy follows the same vaccination protocols as the Province of BC in which staff must report their vaccination status for COVID-19 and influenza, as well as report vaccinations for vaccine preventable diseases such as, but not limited to measles, mumps, rubella Hepatitis B, whooping cough (pertussis) and chicken pox (varicella). Dan's Legacy will review requests for accommodation should there be a reasonable justification provided for not being vaccinated. Reasons include, and are not limited to, allergies and disability.
- A successful criminal record and vulnerable sector check will be required prior to the start of employment
- A valid driver's license
- Three years of safe driving record
- Ability to work with at risk youth (training provided)
- Ability to travel to New Westminister where the program is located
- Be able to demonstrate intermediate computer literacy in standard office software programs, i.e., Word, Excel, Zoom, e-mail, and smartphone applications for administrative duties



- Food Safe Level 1 is required
- WHIMS, Occupational First Aid Level 1, Mental Health First Aid, Gender-Based Analysis Plus, Transporting Dangerous Goods, Privacy and Access Fundamentals is an asset

Interpersonal Skills:

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

Salary: \$57,000 per year

Benefits:

- Casual dress
- Company events
- Dental care
- Discounted or free food
- Extended health care
- Life insurance
- Paid time off
- Vision care

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, wait list times are minimal, 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.

About Dan's Legacy's Job-Skills Training Programs

Dan's Legacy's 3 job-skills training programs (Cook Training, Dan's Diner Social Enterprise, and Warehouse & Swamping) provide clinically supported training to at-risk youth aged 18-25. The instructors, supported by Dan's Legacy's counselling and outreach teams, work with a cohort of young adult students with various mental health challenges. Training is provided by the counselling team ensure new team members to develop competency and confidence in working with this cohort of youth.



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 training programs are designed to provide youth with the skills they need to enter the workforce or move on to higher levels of skills training.

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.

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