



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street

Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: contact@froghollow.bc.ca

Youth Social Worker – Youth Small Grants Program

The Youth Social Worker works with the Youth Services team to support youth in the Frog Hollow Youth Small Grants Program. The Youth Social Worker is responsible for supporting the planning and facilitation of this program; this position requires a combination of in-person work at Frog Hollow Neighbourhood House, remote work, and in the community.

Youth Small Grants is a program specifically for BIPOC youth ages 15-30 exploring topics and skills related to community care through a decolonial lens. Youth Small Grants staff help build community within each cohort by leading discussions and workshops, as well as supporting participants in planning and implementing their own grant-funded community action project.

Position:	Youth Social Worker – Youth Small Grants Program
Hours:	21 hours per week
Starting Wage:	\$27.36-\$28.80/hour (P6, ANHBC Wage Grid)
Contract Date:	April 2023 – March 2024

Duties and Responsibilities:

- Support program youth ages 15-30 through individual check-ins
- Connect youth with community resources and make referrals as needed to support a continuum of care
- Support the preparation and facilitation of the Youth Small Grants Program
- Support the work of, and collaborate with, the Youth Services team to ensure smooth implementation and operations
- Plan for and purchase program supplies in accordance with a grant budget
- Collect and record required forms, information, and reporting data as required
- Provide on-site supervision ensuring programming is operating at the highest standard of quality (i.e., all safety protocols are adhered to, programs are engaging and inclusive, program goals are met, etc.)
- Participate in regular staff meetings and staff training
- Provide a physically and emotionally safe environment for all program participants, staff and volunteers
- Additional duties as assigned by supervisor

Creating Our Community Together



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Qualifications:

- Post-secondary education in Social Work
- At least 2 years of experience working with youth
- Experience working directly with youth from diverse racial, ethnic, and socioeconomic backgrounds
- Passion for youth engagement and community development
- Demonstrated skills in youth outreach and support
- Group facilitation skills is an asset
- Broad knowledge of community resources available for youth is an asset
- Current First Aid and CPR certification or willingness to obtain

Please quote "Youth Social Worker – Youth Small Grants" in the email subject and submit a resume and cover letter in one pdf to

Rosie Forth, Acting Director of Youth Services and Communications at rosie@froghollow.bc.ca.

Applications will be accepted on a rolling basis until the position is filled.

Only short-listed candidates will be contacted.

The Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

Frog Hollow Neighbourhood House/ANHBC is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.



Creating Our Community Together

"Job Posting: Youth Social Worker - Youth Small Grants." Symplicity, University of British Columbia, n.d.

<https://ubc-csm.symplicity.com/students/app/jobs/detail/214ae557f3b0beea66d2cba3423625e1>.

Salma Ismail
197 Sample Street
Vancouver, BC

April 16, 2023

Rosie Forth, Acting Director of Youth Services and Communications
Frog Hollow Neighbourhood House
2131 Renfrew Street
Vancouver, BC

Subject: Youth Social Worker-Youth Small Grants Program at Frog Hollow Neighbourhood House

Dear Rosie Forth,

I am excited to apply for the position of Youth Social Worker-Youth Small Grants Program. My experience working with youth, skills in program facilitation and providing socio-emotional support and passion for working with youth make me an ideal candidate for this position.

With over three years of experience working directly with youth from diverse backgrounds, I have facilitated youth mentorship, volunteer roles and programs for over 100 newcomer youth clients yearly. As a Youth Settlement Counsellor, I am experienced in conducting intake interviews, applying for grants, and maintaining records of client profiles. The skills I developed as a would allow me to effectively support program youth through individual check-ins, connect them with community resources, and support the preparation and facilitation of the Youth Small Grants Program.

As a Newcomer Youth Programmer, I facilitated a successful food program promoting healthy eating and fostering independence and a sense of belonging. The program involved weekly program purchases, monitoring and reporting expenditures and balancing yearly budget. These experiences have honed my planning, budgeting, and organizational skills, which are applicable to the Youth Social Worker role.

My references would describe me as a skilled and dedicated professional committed to making a positive impact on youth and emphasize my ability keep detailed records of program activities and outcomes.

My post-secondary education in Sociology, my passion for youth engagement and community development, and broad knowledge of community resources available for youth will be an asset to the team. Therefore, the Youth Social Worker role is an excellent fit for me.

Thank you for taking the time and giving me the opportunity to showcase my skills and experiences. Please contact me at ismailsalma27@gmail.com if you require additional information or schedule an interview.

Kind Regards,
Salma Ismail.

SALMA ISMAIL

197 Sample Street, Vancouver, BC // Email: salma27@student.ubc.ca // Tel: 778-081-8432

OBJECTIVE

To leverage my expertise working with youth by obtaining a position as a Youth Social Worker- Youth Small Grants Program, where I can contribute to the expansion of the program and enhance my skills in supporting youth.

EDUCATION

The University of British Columbia- Bachelor of Arts Sep 2018- Expected Completion: Apr 2023

- Major in Sociology\ Minor in Law and Society
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WORK EXPERIENCE

Youth Settlement Counsellor (Full-time) Jun 2021- Current
South Vancouver Neighborhood House, Vancouver, BC

- Plans and facilitates youth mentorship volunteer roles and community programs & provides social-emotional engagement support for over 100 newcomer youth clients yearly.
- Assists clients in determining appropriate programs by conducting intake interviews to identify their needs and barriers.
- Applies for grants to enhance existing settlement youth programs and promote community inclusion
- Evaluates and keep records of client profiles and key statistics in coordinance with government required iCare database system, including intake forms, narrative, and statistical reports
- Collaborates with local schools, government departments, and other stakeholders working with immigrant youth communities to provide youth advocacy

Newcomer Youth Programmer (Part-time) Oct 2020- Jun 2021
South Vancouver Neighborhood House, Vancouver, BC

- Developed and facilitated a successful in-person food program, including creating recipes and a program curriculum for newcomer youth to promote healthy eating and foster independence and a sense of belonging in a safe environment.
- Purchased equipment and ingredients weekly as needed and according to the program budget
- Monitored and reported expenditures, forecasted weekly program costs and balanced the yearly budget

Branch Administrator (Part-time) Nov 2019 - June 2021
Al-Otrojah School, Vancouver, BC

- Provided in-person and over-the-telephone support to assist over 50 students in registering for their respective courses
- Trusted to manage and process student fees and transfers all payments to the accounting administrator on a monthly basis with 100% accuracy.
- Updates and organizes student information using MS Excel for easy access to the school database.

Case Worker (Casual)
Muslim Food Bank ASPIRE, Surrey, BC

- Worked one-on-one with vulnerable immigrants, refugees and refugee claimants by providing them with medical and social assistance referrals.
 - Assisted with completing job and post-secondary applications and preparing clients for job interviews.
 - Explained to clients' medical care options and how to apply for Pharmacare and other resources such as disability assistance and Handy DART.
 - Maintained regular contact with clients and organizes client paperwork and confidential documents.
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AWARDS & SCHOLARSHIPS

Vancouver South Federal Liberal Award for Leadership Jun 2018
David Thompson Secondary School, Vancouver, BC

- Dedication to equality and social justice in the school community.

William Hyndman Scholarship Award Jun 2018
David Thompson Secondary School, Vancouver, BC

- Dedication to hard work in pursuit of Academic excellence.
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CERTIFICATIONS

Mental Health First Aid Feb 2021

- Obtained mental health first aid certification from Mental Health Commission of Canada

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans Dec 2020

- Obtained certificate in Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans Course on Research Ethics

FOOD SAFE level 1 Aug 2020

REFERENCES

Available on request

Salma Ismail
197 Sample Street
Vancouver, BC

Mimi Rennie, Executive Director
South Vancouver Neighbourhood House
6470 Victoria Drive
V5P3X7

April 16, 2023

Subject: Request of Reference

Dear Mimi Rennie,

I hope this letter finds you well. I am writing to request a reference for a job I am applying for as a Youth Social Worker - Youth Small Grants Program at Frog Hollow Neighbourhood House.

As the Executive Director of South Vancouver Neighbourhood House (SVNH), your guidance and mentorship have been a tremendous influence on my career path and gaining confidence in my work. The experience gained while working with you, such as recruiting participants and building relationships with other organizations to advocate for youth voices, has equipped me with the skills and expertise required for the position at Frog Hollow.

I am particularly excited about the opportunity to work with youth in a larger capacity and support their social and emotional growth and involvement in their community. I would be grateful if you could be my reference, highlighting my strengths and suitability for the Youth Social Worker position.

Thank you for your time and consideration of my request, and I look forward to hearing from you soon.

Sincerely,



Salma Ismail.

Salma Ismail
197 Sample Street
Vancouver, BC

Michelle Lui, Manager Youth and Settlement
South Vancouver Neighbourhood House
6470 Victoria Drive, V5P3X7

April 16, 2023

Subject: Request of Reference

Dear Michelle Lui,

I hope this letter finds you well. I am reaching out to request your permission to use you as a reference as I apply for Youth Social Worker- Youth Small Grant Program at Frog Hollow Neighbourhood House.

Your mentorship and guidance during my tenure as a Youth Settlement Counsellor at the South Vancouver Neighborhood House were instrumental in shaping my career path and helping me grow personally and professionally. Your support throughout the years is something I genuinely appreciate and value.

I am excited about this next chapter of my career and have gained the experience and expertise required for the Youth Social Worker position. Your reference would be invaluable to me as I pursue this opportunity.

If you could provide me with a reference, I would be grateful if you could highlight the skills and strengths you observed in me while working together, particularly how I am able to engage youth in programs and offer one on one support and referrals.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Salma Ismail".

Salma Ismail.

Salma Ismail
197 Sample Street
Vancouver, BC

Sakina Khan, Senior Caseworker
104 – 12941 115 Ave
Surrey, BC V3R 0E2

April 16, 2023

Subject: Request of Reference

Dear Sakina Khan,

I hope this letter finds you well. I am reaching out to request your permission to use you as a reference as I apply for the position, Youth Social Worker- Youth Small Grants Program, at Frog Hollow Neighbourhood House.

Working as a Caseworker under your supervision, I had the opportunity to work with newcomer Arabic-speaking individuals and families and provide them with resources and referrals to support their integration in Canada. This experience was a turning point in my career and sparked my passion for working in the non-profit sector.

I would be grateful if you provided me with a reference that highlights the skills and strengths you observed in me during our time working together, particularly my ability to work with diverse populations and keep a meticulous record of client information.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Salma Ismail".

Salma Ismail.