

Katimavik



Employment Partner Guide

Offer employment to youth and benefit from salary subsidies as well as their contribution to your workforce.

The logo features an orange circle on the left containing a green arrow pointing to the right. To the right of the circle, the word "FUTURE" is written in a bold, green, sans-serif font. Below "FUTURE", the word "PERFECT" is written in a blue, sans-serif font with wide letter spacing.



Katimavik



Katimavik: mission, objectives, vision

Katimavik is a not-for-profit organization that provides learning programs based on volunteering for young Canadians. Since 1977, more than 36,000 young participants in our programs have developed skills while helping communities.

Katimavik's mission is to develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.

We collaborate with other organizations to foster understanding, respect and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions and the environment.

Katimavik's vision is diverse, engaged and empowered youth working together to create just relationships and transform communities, the environment and themselves for a better Canada.

What is Future Perfect by Katimavik?

Future Perfect is an employment program created by Katimavik with the support of Employment and Social Development Canada.

As part of a youth employment approach in communities across Québec, Ontario and Saskatchewan, Future Perfect will:



- Boost the employability and professionalism of young workers;

- Provide work experience with long-term employment potential.

Katimavik



Future Perfect by Katimavik is:

- Employment in a company or organization for 11-12 weeks, 35-40 hours per 5-day week;
- An apprenticeship program in which the participant can practise, develop and acquire useful and transferable job-related skills;
- A salary paid by the employer and subsidized;
- The option to be relocated to another community for 12 weeks with shared accommodation;
- Contact with a Katimavik Job Developer - The Job Developer supports and co-ordinates projects in the different fields of the program. S/He is the main contact with employers.

Dates and duration of the program

Three Future Perfect cohorts are planned each year:

Winter cohort: beginning of January to late March;

Summer cohort: mid-May to mid-August;

Fall cohort: mid-September to mid-December.

For specific start dates, please visit the Future Perfect by Katimavik website:
<https://katimavik.org/en/we-offer/futureperfect/>

If you should become a partner, you will be asked to commit to a three-month trimester during which you will provide paid, subsidized employment to your Future Perfect participant for 35-40 hours per week.

Katimavik



Support provided by Future Perfect by Katimavik

Youth available for full-time employment:

35 to 40 hours of work per week, for approximately 12 weeks, paid by the employer and subsidized by Katimavik at 90% of the minimum wage;

Once the Future Perfect trimester has been completed, Katimavik will assist the youth in their transition to full-time work.

A Future Perfect Job Developer who:

Accompanies participants on their journey through the Future Perfect program;

Ensures that the expectations of the Future Perfect program are met;

Participates in the selection process of participants and reviews the work contract between the employment partner and the participant.

Subsidized salaries

Katimavik will pay employment partners a subsidy of 90% of the provincial minimum wage. These subsidies will be paid by Katimavik to the employment partners by electronic transfer (maximum once a month). To receive these funds, each employment partner is required to provide Katimavik with:

A copy of the participant's pay stubs;

A completed financial contribution form.

When needed, and upon request only, Katimavik can make advance payments to the employment partners.

Katimavik



Your role as an employment partner

As an employment partner, you provide paid work experience to young adults who participate in the Future Perfect by Katimavik. In return, you benefit from the commitment and hard work of young people who help you achieve your goals and accomplish your mission.

As part of the partnership with Katimavik, your company or organization commits throughout the trimester to:

- Provide adequate supervision and support to the participant;

- Provide a professional work experience for the participant and ensure that appropriate safety measures are in place in the workplace;

- Respond promptly to requests from the Job Developer or any other member of the Future Perfect team.

- Cover mandatory employment costs (employer charges) and a minimum of \$2.00 per hour over the minimum wage:

The cost of \$2/hour over minimum wage can be paid directly to the participant's salary, or in kind. If this cost is given in kind, the employer must take into account the cost price. Example: the employer decides to provide meals to the participant, the meals are generally at a cost of \$10 to the employees, and cost the employer \$4 to produce. The employer must account only for the \$4/day cost and not the price at which the meal is sold to the employees.



Katimavik



Expectation of the employment partners

At the beginning of the trimester:

1. Appoint a contact person within your organization who will be responsible for communication with the Future Perfect Job Developer.
2. If necessary, provide training to the participant in the safe handling of tools and machinery required to perform the job and provide any equipment necessary to complete the task.
3. Sign an employment contract with the participant.

At the end of the trimester:

1. If applicable, meet with participants to offer them the opportunity to continue working beyond Future Perfect by Katimavik program.
2. Upon request, complete any participant evaluation forms or documents required for recognition of the placement by an educational institution.

Registration, selection and matching process

Below are the different steps your organization will need to take in order to participate in the Future Perfect program and host a funded participant.

You can contact the Future Perfect Job Developer to find out more about important dates related to these steps, or any other questions. Please make time to ensure that steps 3 and 4 run smoothly.

Step 1: Registration of employment partners

Employers who wish to participate in Future Perfect by Katimavik program and host a subsidized participant must complete the online registration form detailing the job description and employment conditions for each participant they wish to welcome.

Katimavik



Upon registration, you will also certify that:

You are legally able to provide full-time employment to people who are employable in Canada;

The participant(s) you take on after accepting the employment partnership will be treated in the same way as all your staff;

The activities related to the employment itself do not contravene any applicable law or regulation.

Step 2: Selection of employment partners

If the registration of the participating company or organization is valid for the entire year, the selection of employment partners is done on a fixed date, approximately two months before the start of each cohort of participants.

The selection of partners for the upcoming cohort is based on the eligibility criteria listed on the Katimavik website, as well as on the analysis of the best match between the participants' profiles and the positions offered by the employment partners.

Once an employment partner's eligibility has been confirmed, the positions offered are examined individually and in conjunction with other positions offered in the same region. The evaluation criteria are as follows:

The proposed work should be tailored to the profiles of the available participants while offering other opportunities for employability development;

The position offered provides an opportunity to continue after the Future Perfect by Katimavik grant has ended.

Katimavik



Step 3: Posting of job offers and registration of participants

Once employment partners and job offers have been selected, they are shared with Future Perfect by Katimavik participants and with youth who are considering applying for the program.

We also invite our partners to share the invitation to participate in the Future Perfect program through their own networks.

For each cohort, participant registration takes place over a period of approximately 4-8 weeks, within a clearly defined timeframe. Interested individuals are asked to apply online.

At this stage, employment partners will need to email us proof of liability insurance to show that their organization is covered for the duration of the placement. For example, a copy of the first page of the insurance policy.

Step 4: Matching

After participants have been onboarded to their Future Perfect cohort, Job Developers will send suitable candidate applications to employment partners. Each employment partner must then conduct an interview with the candidate(s) they are interested in.

Once the employment partner has selected the candidate they wish to host, they notify the Job Developer who can confirm availability. The employment partner then contacts the candidate directly to inform them of the news and the match is confirmed.

Please be mindful of your expediency in processing applications as candidate applications may be sent to more than one employment partner. We encourage you to check with the Job Developer for important dates in order to plan for the time needed to conduct interviews and on board your new employee.

Katimavik



Comments or questions?

Thank you for taking the time to read this guide. If you have any questions or comments, please do not hesitate to contact Danielle Kraus, Assistant Program Manager, Future Perfect by Katimavik at 514-868-0898 / extension 2840 or at dkraus@katimavik.org.

FUTURE
PERFECT

