

POSITION: Employment Counsellor	POSITION STATUS: Permanent full-time
DEPARTMENT: ESC	HOURS OF WORK: 37.5 hrs/week
RATE OF PAY: \$28.22/hr	# OF POSITIONS: 2
UNION: Unifor	POSTING PERIOD: October 31, 2024 – November 6, 2024

Scope: Employment Counsellors offer clients individualized assistance in skills and background assessments, goal setting, interview and job search strategies, development, and employment-related documentation preparation and link them to the labour market. We assist employers in hiring, match clients with relevant jobs and provide government funds.

Responsibilities

Client Services:

- Administer clients' initial interviews to obtain background information and identify career interests.
- Assess the clients' skills, aptitudes and work preferences to determine career goals.
- Explain the Employment Services process to clients, provide one-on-one counselling and develop individual Employment Service Plans based on clients' priorities and skills.
- Assist and guide the client in developing effective resumes and cover letters.
- Develop and conduct job readiness workshops to meet clients' needs.
- Determine needs and eligibility for individual Employment and Training incentives and financial supports, and prepare and collect required documents.
- Provide information related to professional accreditation, language, credentials and prior learning assessment.
- Advocate on behalf of clients and market them to employers.
- Refer clients to other government and community programs and services.
- Assist with preparation and securing necessary documents to facilitate access to government funding.
- Work within programs including but not limited to Integrated Employment Services (IES) Canada-Ontario Job Grant, and Better Jobs Ontario Program.
- Follow up on clients' employment and training progress to successful career advancement.
- Timely update client data in relevant reports, internal and funder's databases.

Outreach and Employer Services:

- Develop and maintain a vast labour community network.
- Monitor trends in the local job market and greater economy and analyze and evaluate the labour market to identify potential employers.
- Nourish contact relationships with other community agencies regarding employment opportunities and training programs.

- Organize and hold information and interview sessions, and pre-screen and select candidates to meet the employer's staffing needs.
- Develop and conduct recruitment workshops to enrich employers' knowledge.
- Facilitate the negotiation of Employment and Training agreements and contracts with employers. Administer agreements and provide job retention support as needed.
- Deal with WSIB claims and follow through with injured workers.
- Timely update employer files, relevant database and Employment Ontario Information Systems.

Miscellaneous:

- Travel to and from various employer locations.
- Department working locations are not set to W5 main office. Possible other working locations may include, but are not limited to W5 satellite locations, hubs, job fairs, employer fairs.
- Suggest, initiate, arrange and participate in community outreach, networking events and job fairs, participate in staff meetings, organizational training sessions and professional development workshops.
- Demonstrate adherence to organizational policies and procedures, its mission and mandate.
- Other duties as assigned.

Qualifications:

Skills and Abilities:

- Must have strong oral and written communication skills
- Must have marketing and sales skills, and ability to develop strong relationships with local employers.
- Must have strong math skills in time and financial data calculations.
- Must be able to efficiently work in a computerized environment using MS Office Suites, internet explorer, and other database platforms.
- Detail oriented, strong problem-solving skills and ability to prioritize tasks.
- Ability to communicate in a second language is an asset.
- Ability to exhibit efficiency and demonstrate commitment to meet tight deadlines.
- Ability to work independently and in a team environment.
- Ability to conduct presentations, lead workshops, and facilitate meetings.

Education & Experience:

- Must have a University Degree.
- Must have the ability to travel to offsite locations and a valid G or G2 class driver's license.
- Lived experience in immigration is a valuable asset.
- Experience working with diverse populations including but not limited to newcomers, language minorities, racial minorities, marginalized communities, LGBTQ2S+, disabled and those without status.

Requirements:

- Ability to work with vulnerable populations.

W5 welcomes diversity in the workplace and encourages applications from all qualified individuals, including Visible Minorities, Indigenous People, 2SLGBTQIA+, and persons with disabilities.

Accommodations will be provided throughout the hiring process upon request.