EMPLOYMENT COUNSELOR / JOB DEVELOPER

Job Description

Weekly Hours: 35
Contract Duration: Temporary position for 5 - 15 weeks

Under the direction of the Program Coordinator, the Employment Counselor / Job Developer will work to develop and monitor Employment Service Plans. They will conduct assessments of individuals’ employability dimensions to determine suitability for services and make appropriate referrals both internally and externally to community services to support successful Service Plan completion. The Employment Counselor / Job Developer will assist clients in achieving employment goals by providing individual employment counselling.

Responsibilities: (include but not limited to)

Employment Counselling - 66.5%

- Interview clients to obtain employment history, educational background, career goals etc. using the Employability Assessment Model (Suitability assessment for Assisted Service) and to assess their employment related needs
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Assess need for additional assistance such as rehabilitation, financial aid and/or further vocational training and make appropriate referrals
- Counselling assistance to be provided in the areas of: Job Maintenance, Job Search, Job Placement, Career Decision Making, or other identified employment needs
- Assist clients with resume and cover letter writing, interview preparation, etc.
- Support and monitor clients as they progress through their Employment Service Plans
- Support clients in accessing programs such as literacy training, Second Career, Job Creation Partnership, or Self Employment Benefit (including rationale writing if required)
- Conduct exit interviews and collect client evaluations of program experience.
- Follow-up with clients at appropriate intervals to assess progress and record outcomes
- Supports facilitation through “on-call” delivery of seminars and workshops to clients, both in-house and as part of outreach strategies on an as needed fill-in basis
- Maintain file case notes and appropriate documentation about clients’ progress

Job Development - 33.5%

- Provide one on one counselling to assist clients in the achievement of their employment goals as identified through the Client Service Planning and Coordination process
- Assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews through Resources and Information Job Search workshops
- Administer standardized assessments to determine client interests, aptitudes and abilities
- Identify placement needs and refer clients to Job Development team for incentive and non-incentive work placement assistance (volunteer, job test and hire, full time or part time work experience and on-the-job training opportunities)
Women’s Enterprise Skills Training of Windsor Inc.
647 Ouellette Avenue, Suite 201, Windsor, Ontario N9A 4J4, 519-256-6621

Under Review

- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information.
- Assist clients in determining employment support needs and releasing support funds to clients
- Enter accurate client data into designated reporting computer systems and updates as needed
- Conduct outreach to clients and employers and the community to promote program services
- Provide consulting services to community groups and agencies, business and industry, and to other organizations involved in providing community-based career planning resources.
- Required to attend networking events in the evenings and represent WEST on community committees
- Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer’s special needs,
- Provide direct job matching of current openings to the clients. Offer qualified job candidates the opportunity to interview for posted jobs. May check with the candidate or the employer to assess quality and success of the referral
- Provide local labour market information - what companies and industries are in the area, what skills and experience local area employers prefer and require, what is the usual means of entry into those companies/industries, advice clients on how best to apply
- Assist clients in the use of resources and technology for job search activities
- Liaise with job development services, facilitation team, information and resource team, government departments and other social, employment and community agencies on mutual clients as needed to facilitate clients’ progress
- Other duties as assigned

Qualifications:

Compulsory Requirements

- Post Secondary/ University Degree in Social Sciences or Social Work and/or Diploma in Social Services or Career and Work Counselling or equivalent work experience
- 2-5 years experience dealing with individuals and facilitating groups of harder to employ clients facing multiple barriers to employment, or 2-5 years experience in related duties and responsibilities.
- Solid knowledge of the Canadian labour market, Canadian workplace practices, job search strategies and techniques
- Familiar with return-to-work strategies, life skills, employment training and counselling.
- Superior oral and written communication skills, excellent time management skills with the ability to multi-task in a fast paced environment
- Must be Proficient in MS Office Applications; Word, Excel, Power Point, Outlook and internet

Other Requirements

- Familiar with community social services networks and knowledge of Ontario welfare system and supports
- Ability to work in an performance based system with a proven track record of meeting targets and outcomes is essential
- Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues
• Knowledge of the local labour market is essential; knowledge of broader labour market conditions and how to obtain information is also necessary
• All candidates must be able to work with a diverse population

Apply in writing no later than Thursday, February 24, 2011 with a cover letter and resume to:

WEST Hiring Committee
201-647 Ouellette Avenue
Windsor, Ontario  N9A 4J4

Fax: (519) 256-3963
careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.
Apply in writing no later than Tuesday, November 16, 2010 with a cover letter and resume to:

WEST Hiring Committee
201-647 Ouellette Avenue
Windsor, Ontario  N9A 4J4

Fax: (519) 256-3963
careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.