



JOB DEVELOPER/ EMPLOYMENT COUNSELLOR (Mat Leave Replacement Contract)

Job Description

Under the direction of the Program Coordinator, the Job Developer/Employment Counsellor will provide services that respond to the career and employment needs of individuals and the skilled labour needs of employers. The Job Developer/Employment Counsellor will conduct their job duties in line with the organizational mandate; to improve the employability of visible minority and newcomer women by supporting individuals in accessing resources, services and training programs that enable clients to acquire higher skills for sustainable jobs through providing labour market and employment services.

The duties are subject to change based on community need.

THE JOB DEVELOPER WILL ASSUME THE FOLLOWING DUTIES AND RESPONSIBILITIES:

JOB DEVELOPMENT – 60%

- Liaise with community stakeholders in the Windsor-Essex County area, as means to increase network, connections, develop and strengthen partnerships.
- Outreach to employers to identify opportunities in the "hidden" job market.
- Facilitate work placements that include volunteer, job test and hire, full time/ part-time work and on-the-job training (with or without incentives).
- Work with employers to assist them in identifying their human resource needs that includes identifying skills and capabilities required for positions, as well as apprenticeship training.
- Assist employers with developing work experience, and /or on-the-job training plans that are realistic for the client in conjunction with their workplace.
- Conduct cold calls and schedule in-person meetings with potential employers to enhance awareness about employment support services available for employers.
- Develop and facilitate workshops and information sessions for employers and community partners that provides information on services available at WEST.
- Demonstrate labour market knowledge and provide up-to date information on trends, sectors skill gaps, occupational requirements locally and nationally.
- Provide employers with information about financial incentives and negotiate incentives as appropriate.
- Conduct on-site visits and provide employers with support in identifying and resolving workplace issues and/ or concerns regarding clients and placements.
- Facilitate an assessment of employer's workplace capacity to determine their ability to provide positive work experience, training for clients and a safe working environment.
- Provide direct job matching for clients and employers that is reflective of the client's skills and interests with the employment opportunity and needs of the employer.
- Monitor work placements and/ or on-the-job training agreements with clients and employers and conduct on-site visits plus in-person meetings.
- Work with employers to ensure that they comply with all applicable legislation, including federal/ provincial human rights legislation, regulations and other relevant standards.
- Work with employers to make certain that they maintain appropriate WSIB or alternate workplace safety insurance coverage and have adequate third party general liability insurance as advised by their insurance broker.
- Other duties as assigned.



EMPLOYMENT COUNSELLING - 40%

- Conduct consultations/ needs assessments with clients to assess their needs and assist them in achieving their career and employment goals plus training essentials identified through the Client Service Planning and Coordination process.
- Interview clients to obtain information that should include; employment history, educational background, career, short and long terms goals, by using the Employability Assessment Model.
- Provide clients with one-on-one support and guidance to aid them in making informed decisions about their career and employment goals and make appropriate referrals.
- Identify client barriers to employment and provide support to aid them in developing job readiness skills and enhance their job search strategies.
- Assist clients with developing employability skills that include but not limited to; job readiness skills, job search strategies, résumé and cover letter writing, interview preparation, workplace culture.
- Provide clients with appropriate resources and information and plus aid them with determining employment support needs.
- Administer standardized assessments to determine client interests, aptitudes, abilities and a potential career path(s).
- Identify placement needs and assist clients with securing a work placement in areas of volunteer, job test and hire, full time/part time work experience and on-the-job training opportunities (with or without incentives).
- Develop and facilitate employment based workshops and information sessions for clients as well as promote services available at WEST.
- Liaise and collaborate with community partners to provide community-based career planning resources, workshops and information sessions.
- Liaise with Employment Services team, Program Coordinator, WEST staff, government departments and community agencies to facilitate mutual clients' progress (as needed).
- Support and monitor clients progressing through their Employment Service Plan on an on-going basis.
- Provide clients with support and assistance to access Employment Ontario programs and services as well as community services relevant to their needs.
- Assess clients' need for additional supports such as rehabilitation, financial aid and/or further vocational training.
- Facilitate exit interviews with clients and collect client evaluations.
- Conduct follow-ups with clients at appropriate intervals to assess progress and record outcomes.
- Assist clients with connecting to mentors and coaches as a means to aid them in their professional development and employment goals.
- Other duties as assigned.

ADMINISTRATION:

- Maintain accurate and appropriate documentation for client and employer files on a daily/ regular basis.
- Assist with the development of client forms and service delivery documentation (as required).
- Input statistical information into a data system using the Employment Ontario approved tracking form on a regular basis.
- Develop, collect and maintain updated documents and resources, services, policies and community information.
- Assist with the preparation of monthly, quarterly and yearly reports and statistical information.
- Participate in outreach activities and represent the organization on committees (as required).



- Develop and facilitate community engagement activities in Windsor- Essex County for community stakeholders.
- Assist in the development and distribution of promotional material and communications to create awareness about services available at WEST.
- Liaise with community partners to develop and delivery workshops and information sessions at WEST and in the Windsor-Essex community.
- Strong computer skills (MS Office, internet) and familiarity with social media.
- Flexible hours (evening and weekends) as scheduled.
- Other duties as assigned.

ADDITIONAL QUALIFICATIONS

- A post-secondary degree or diploma in the areas of Human Services, Social Work, Business, Career Counselling and/ or equivalent work experience
- 2- 5 years of familiarity in the areas of career development and counselling, or equivalent experience.
- 2-5 years of experience in the areas of sales and marketing, or equivalent experience.
- Demonstrated experience working with individuals and facilitating groups for clients facing multiple barriers to employment.
- Solid knowledge of the Canadian labour market, Canadian workplace practices, job search strategies and techniques.
- A familiar with community social services, resources and knowledge in the Ontario welfare system.
- Proven ability to work in a performance based system and a solid track record of meeting targets and outcomes.
- Demonstrated cultural competence, an ability to work with diverse population and an understanding to immigrants, women and under/ unemployed individuals.
- Strong communication skills (written and oral).
- Demonstrated an ability to maintain confidentiality and knowledge in privacy rights.
- Proven ability to work in changing environment, multi-task and time manage.
- An ability to work independently and maintain a supportive and collaborative environment with colleagues.
- Strong computer skills (MS Office, internet) and familiarity with social media.
- Flexible hours (evening and weekends) as scheduled.
- Other duties as assigned

This is an **immediate opening!**

Apply in writing with a cover letter and resume to:

erlyn@westofwindsor.com

Deadline is on **July 17, 2020**

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.

(Accommodations available upon request)