



JOB POSTING

POSITION	:	Employment Counsellor and Job Developer
REPORTS TO	:	Manager, Employment Services
WORK HOURS	:	35 hours per week (some evenings required)
RATE OF PAY	:	\$25.00 - \$26.36 per hour

Job Summary:

The Employment Counsellor and Job Developer is responsible for the delivery of employment workshops, job search, life skills training, employment counselling, career transition and placement of newcomer clients.

Duties and Responsibilities:

- Research and compile current labour market and career information to meet the needs of internationally trained professionals and trades people.
- Conduct employment assessment as per guidelines and make appropriate referrals.
- Provide individual career coaching and direct support to clients in resume and cover letter writing, interview preparation and job search strategies.
- Plan and facilitate workshops according to the program objectives, curriculum and client needs.
- Research, develop and maintain an employer database based on client needs.
- Conduct outreach and market the program to clients and employers.
- Conduct and document regular follow-up activities with clients and employers.
- Maintain accurate client records, enter relevant information into the system
- Collaborate with other agency departments and refer clients for other support.
- Work with staff to coordinate events, presentations, job fairs activities and outreach initiatives.
- Submit timely and accurate reports.
- Attend program and agency meetings, training and events.

Qualifications:

- Excellent English and Arabic oral and written communication skills as well as presentation skills
- University, College or equivalent in marketing, career practitioner and employment counselling, human resources or business communications.
- Three years' direct experience in successful employment placement initiatives/recruitment.
- Certified in Life Skills coaching or equivalent.
- Experience working in a fast-paced environment with minimal supervision.
- Proven ability to work effectively with various job seekers, including people with barriers to employment (e.g., social assistance recipients, immigrants, and Foreign Trained professionals).
- Knowledge of labour market issues/ trends related to the geographic, demographic and economic aspects in Peel
- Strong interpersonal, organizational and customer satisfaction skills.
- Diplomatic and tactful conflict resolution and problem solving abilities.
- Successful project planning, implementing and marketing experience.
- Good knowledge of Microsoft Office and Internet.
- A criminal reference check is required.

Please submit your resume and cover letter quoting **reference no. 016-027** by **Oct 7, 2016** to:

Human Resources Officer
Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca

We thank all those who apply, but only those selected for an interview will be contacted.

Dixie Bloor Neighbourhood Centre is an equal opportunity employer.

Accommodation will be provided if requested

