

JOB POSTING

POSITION:	Employment Counsellor and Job Developer
PROGRAM:	Employment Services
REPORTS TO:	Manager, Employment Services
WORK HOURS:	35 hrs/week (some evenings required)
RATE OF PAY:	\$20.00-\$26.36/hr

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, and job fairs activities and outreach initiatives
- Submit timely and accurate reports
- Attend program and agency meetings, training, and events

QUALIFICATIONS:

- 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
- Excellent English oral, written communication, and presentation skills
- 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
- Available to work occasional evenings and weekends

Interested applicants should submit a resume and cover letter quoting reference number 016-040 by December 6, 2016 to:

Human Resources Officer

Dixie Bloor Neighbourhood Centre
3650 Dixie Rd. Suite 103, Mississauga, ON L4Y 3V9
Fax: (905) 629-0791
Email: recruiting@dixiebloor.ca

*We thank all applicants but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer*