

POSITION: Full-Time Employment Advisor(s) - 2 positions

POSTING DATE: June 18, 2018

CLOSING DATE: Mon. July 2, 2018 4:00 p.m.

HOURS: 40 hours per week (Days, Evenings, Weekdays and Weekends)

NATURE OF POSITION:

Working within the guidelines and service contracts stipulated by ODSP Employment Support and MCSS, the Full-time Employment Advisor will provide support services to people with a disability who are seeking competitive employment in the community. The continuation of this Full-Time Employment Advisor position is contingent on negotiated job placement contracts with MCSS and based on the number of job placements obtained and the retention rate of these placements. The office location for this position will be out of 191 South Service Rd. in Grimsby and the successful candidates will report to the Employment Services Supervisor.

QUALIFICATIONS:

- A Post Secondary Diploma or University Degree in a related field is desired, however a minimum of grade 12 with 5 years' experience (8750 of worked hours) working with our agency is acceptable.
- All agency mandatory training must be current and a clean performance record.
- A valid driver's license with no restrictions and must be insurable with agency insurance company.
- Energetic, aggressive, enthusiastic and self-directed individual with contacts in the community in the private and public sectors that can lead to job placements.
- Ability to work flexible hours that include evenings and weekends.
- Excellent interpersonal, communication, advocacy and time management skills.
- Proficiency working with Microsoft Office and Internet.
- Must be able to work co-operatively in a team environment.

KEY RESPONSIBILITIES will include, but are not limited to the following:

- Work with identified/assigned clients to ensure they find, obtain and keep competitive employment in the community.
- Identify barriers to employment and develop support strategies and plans using a person-centred approach.
- Ability to meet key performance indicators and contract targets for the program and manage a variety of caseloads.
- Interview clients to obtain employment history, educational background, career goals, skills, abilities, interests and employment needs using Job Path; Assess need for additional assistance such as rehabilitation, financial aid and/or further vocational training and make appropriate referrals.
- Assist participants with job readiness skills, pre-employment training, job search strategies, writing résumés and preparing for job interviews. Further counselling assistance to be provided in the areas of: Job Maintenance, Job Placement, Career Planning, or other identified employment needs.
- Source and secure new employment placements within the community that facilitate individual skill development and satisfaction.
- Liaise with community professionals and employers to market people's skills, develop strong business relationships and provide strategic labour market solutions.
- Create job opportunities by using Work Customization strategies and practices; provide direct job matching of current openings to the participants and offer qualified job candidates the opportunity to interview for posted jobs.
- Liaise with government departments and other social, employment and community agencies on mutual clients as needed to facilitate participants' progress.
- Ensure the timely completeness and accuracy of all documentation.
- Handle confidential data in accordance with Agency, funder and legal standards.
- Maintain a current working knowledge of labour market information and resources.

Interested applicants are invited to send their letter of interest accompanied by a resume to:

Human Resources at 191 South Service Road, Grimsby
FAX # 905-563-8887 OR hr@cl-grimsbylincoln.ca

Accessibility accommodations are available for the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (905) 563-4115 Ext. 210.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.