

JOB POSTING

POSITION: Full-Time Employment Advisor

POSTING DATE: August 28, 2019

CLOSING DATE: September 11, 2019

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

NATURE OF POSITION:

CAREER Connect is looking for a talented Employment Advisor who is passionate to help clients in the employment sector and wants to be part of our strong and committed team.

Working within the guidelines and service contracts stipulated by ODSP Employment Support and MCCSS, 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 MCCSS 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 Career Connect Team Lead, and the Human Resources Director.

QUALIFICATIONS:

- A Post Secondary Diploma or University Degree in a related field is desired, however a minimum of grade 12 with 5 years experience in the employment field as it relates to the developmental sector is acceptable.
- A valid G driver's license with no restrictions and must be insurable with agency insurance company.
- Energetic, aggressive, enthusiastic and self-directed, with strong community connections in the Niagara Region, and a solid understanding of the local labour market.
- 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 Job Seekers to ensure they find, obtain and keep competitive employment in the community.
- Locate prospective employers in the community appropriate to job seekers work profiles by performing duties such as following up on referrals, making cold calls, networking, and developing partnerships with recruiting bodies and other employment programs.
- Identify barriers to employment and develop support strategies and plans using a person-centered approach.
- Ability to meet key performance indicators and contract targets for the program and manage a variety of caseloads.
- Interview Job Seekers to obtain employment history, educational background, career goals, skills, abilities, interests and employment needs.
- Assist Job Seekers 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.
- Once placed with an employer, the Employment Advisor will facilitate individual skill development through on the job, Job Coaching.
- Demonstrated experience providing support and counselling to job seekers, resolving issues both in person and in a virtual service delivery environment, and working with complex barriers and a broad range of cultural backgrounds.

- 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.
- 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.

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.