

North End Community Renewal Corporation PATH Job Counsellor/Facilitator

The North End Community Renewal Corporation-PATH Employability Centre requires a full-time Job Counsellor/Facilitator. Under the leadership of the Employment Development Director, and reporting to the Job Readiness Team Lead, the Employment Counsellor/Facilitator provides job and internship placement assistance, counselling support and labour market information to clients on all aspects of employment search and career planning. The Job Developer/Facilitator uses a problem-solving approach with clients, addressing one or more of the following: career/occupational decision-making, skill enhancement, job search and employment maintenance, in order to help clients improve their employability and self-sufficiency in the labour market. The Employment Counsellor/Facilitator also facilitates and assists in the development of Job Readiness workshops tailored towards meeting specific career-life planning needs of individuals.

Specific duties and responsibilities include:

- Working collaboratively across all of NECRC's departments
- Ensuring clients have access to relevant supports to enhance sustainable employment
- One-on-one employment counselling
- Teaching specific skills such as resume writing, job search and employment readiness
- Able to access and share knowledge of community resources to provide services to low-income and multi-barriered clients
- Able to develop, maintain, and communicate across effective networks with employers, provincial departments and community agencies
- Word processing, email, internet research and database management

Qualifications:

- Bachelor's degree or college diploma in a related field, such as social services or education.
- Completion of secondary school and several years' experience related to counselling, or in a helping profession, may replace formal education.
- Minimum of 3 to 5 years of experience working in employment/career counselling field.
- Minimum 3 years of experience developing job placements and job internships
- Working in a non-profit organization.
- Efficient in Microsoft Office computer programs, including Word, Excel, PowerPoint, Access and Outlook
- Knowledge of local labour market and current hiring practices
- Experience and desire to work with persons of diverse cultural, economic and educational backgrounds
- Vehicle required for travel to meetings and interviews
- Trauma informed training would be an asset
- Knowledge of the North End Community preferred
- Strong computer and communication skills
- Ability to work independently and in team settings
- Excellent time management, follow-through, and demonstrated delivery on project objectives

Deadline for applications: May 10, 2019

Send resumes to: alex@necrc.org

We appreciate all applications; however only those considered for an interview will be contacted.