

**SOUTH ESSEX COMMUNITY COUNCIL**  
**EXTERNAL POSTING**  
**POSITION DESCRIPTION**  
**Job Posting Number – 2021-30**

**POSITION TITLE:** Employment Consultant – Career Hub-Permanent Full-time

**POSITION SUMMARY:** The Employment Consultant's role within SECC's Employment Services is to provide information and support to unemployed individuals, conduct client assessments, develop action plans with clients, monitor employment progress and conduct appropriate follow-up. Under the general supervision of the Department Coordinator, and the Program Leader, the Employment Consultant assumes the following duties and responsibilities:

- Meet with clients to evaluate employment needs/barriers by utilizing intake and assessment tools.
- Develop a mutually agreed upon action plan to meet client employment goals.
- Facilitate aptitude and inventory testing and career and/ or educational assessments when necessary.
- Provide one to one counseling for clients as deemed appropriate
- Ensure proper case management according to the Ministry of Training, Colleges and Universities' (MTCU) guidelines.
- Determine client suitability for various employment programs or interventions.
- Make appropriate referrals to various community supports based on clients' needs.
- Assist clients with resumes, job search and other employment -related issues.
- Maintain accurate statistical information for monthly reporting purposes.
- Advise/Work with job developer and /or job coach to determine suitable work placements and on the job training plans to ensure client success.
- Conduct, evaluate and research and develop pre-employment workshops exercises and activities on various topics as necessary.
- Attend, promote and provide assistance to agency functions for the purpose of promoting and/or raising funds for SECC.
- Attend community and staff meetings and other SECC functions as required.
- Other duties as assigned.

**QUALIFICATIONS:**

University Degree in the field of Social/Human Sciences and/or related fields

**OR**

Community College Diploma in a related program

**AND**

Two (2) years' experience working with at risk unemployed individuals and/or persons with disabilities

- Experience counselling employment challenged individuals
- Ability to develop partnerships with community agencies.
- Ability to develop presentations and facilitate groups.
- Strong computer, written and verbal communication skills.
- Must have valid driver's license and access to a reliable vehicle.

**SALARY AND HOURS OF WORK:**

- 35 hours per week with additional evenings as required attending meetings, workshops, focus groups etc.
- \$25.00/hr in accordance with the SECC CUPE Collective Agreement.
- This position is currently under review due to Career Hub Pilot program

**EXPECTATIONS:**

- Provide courteous, supportive and professional service at all times.

- Be attentive to detail and able to meet deadlines.
- Work as part of a team and contribute to the smooth operations of the department.
- Keep comprehensive client files and accurate and up-to-date program statistics and monthly reports.
- Communicate effectively and in a timely manner with clients and coworkers.
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions.
- Adhere to Ethical Counselling Standards and respect the privacy of clients
- Understand the mandate of the program and effectively communicate that mandate to clients and community partners.
- Able to work in any of SECC's Career Hub locations including Leamington, Kingsville and Windsor

**EXTERNAL POSTING  
WITHOUT PREDJUDICE**

Please submit resumes by 4:30 p.m.  
Thursday, September 30, 2021  
Jennifer Moore  
Manager of Human Resources

**PLEASE NOTE:**

*Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.*

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources