

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
Job Posting #2024-17
Internal/External

POSITION TITLE: Employment Specialist-Permanent Full-Time

POSITION SUMMARY: As an Employment Specialist in SECC's Career Hub, you will play a crucial role in assisting job seekers in finding meaningful employment opportunities. You will provide personalized support and guidance to individuals, empowering them to overcome employment barriers and achieve their career goals. By working closely with community members, employers, and partnering organizations, you will facilitate successful job placements that result in long-term employment and client satisfaction. Under the general supervision of the Department Coordinator, the Employment Specialist assumes the following duties and responsibilities:

Job Seeker Support:

- Conduct comprehensive assessments of job seekers' skills, interests, and employment needs.
- Provide individualized coaching, career counseling, and guidance to job seekers to enhance their employability.
- Develop a mutually agreed upon action plan to meet client employment goals.
- Assist with resume and cover letter development, interview preparation, and job search strategies.
- Facilitate workshops and training sessions on job search techniques, networking, and professional development.
- Ensure proper case management according to the MLITSD (Ministry of Labour, Immigration, Training & Skills Development) and SECC Guidelines.
- Make appropriate referrals to various community supports based on clients' needs.

Employer Engagement:

- Establish and maintain strong relationships with local employers to understand their workforce needs.
- Actively promote job opportunities to job seekers and facilitate connections between employers and potential candidates.
- Collaborate with employers to develop job placement opportunities and negotiate employment terms, including stipend assessments, training support allowances (TSAs), Job Matching Placement Incentives (JMPs), etc.
- Support employers in completing Canada Ontario Jobs Grant (COJG) applications
- Provide ongoing support to employers and ensure job retention through regular follow-ups with both employers and job seekers, including on-site job coaching, on-site job monitors, etc.

Resource Coordination:

- Identify and leverage community resources, training programs, and employment support services to assist job seekers.
- Connect job seekers to relevant resources such as skills training, certifications, and educational programs.
- Collaborate with partnering organizations to enhance service coordination and maximize employment outcomes.
- Stay up to date with labor market trends, industry developments, and changes in employment legislation to provide accurate information to job seekers and employers.

Documentation and Reporting:

- Maintain accurate and up-to-date records of client interactions, job placements, and progress towards employment goals.
- Prepare reports and statistical analysis of program outcomes, highlighting successes and areas for improvement.
- Ensure compliance with data privacy regulations and maintain confidentiality of sensitive client information.

Community Outreach and Networking:

- Actively participate in community events, job fairs, and networking opportunities to promote SECC's services and build partnerships.
- Collaborate with local organizations, educational institutions, and government agencies to expand SECC's reach and access to employment opportunities.
- Conduct outreach activities to engage marginalized populations, including newcomers, individuals with disabilities, and youth.

- Attend agency special events, fundraisers, parades, etc.
- Other duties as assigned.

QUALIFICATIONS:

- Post-Secondary Degree/Diploma in a related field (ex. Social Work, Counselling, Psychology, etc.)
- Demonstrated experience in employment counseling, job placement, or career development.
- Strong knowledge of local labor market trends, job search strategies, and employment support programs.
- Excellent communication and interpersonal skills to engage effectively with diverse individuals and build relationships with employers and community stakeholders.
- Ability to provide guidance and support to job seekers facing barriers to employment.
- Familiarity with community resources, educational institutions, and training programs.
- Proficient computer skills, including experience with resume-building software, job boards, and Microsoft Office applications.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks effectively.
- Commitment to maintaining confidentiality and adhering to ethical standards.
- Valid driver's license and access to transportation for occasional travel within Windsor-Essex County

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.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

SALARY AND HOURS OF WORK:

- 35 hours per week with additional evenings as required attending meetings, workshops, focus groups etc.
- \$27.79/hour, rate of pay in accordance with the SECC CUPE Collective Agreement
- **Be able to work out of Windsor, Leamington and Kingsville offices as scheduled**

**INTERNAL/EXTERNAL POSTING
WITHOUT PREDJUDICE**

Please submit resumes by 4:30 p.m.

Tuesday, April 9, 2024

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