



Times Change Women's Employment Service is seeking an

**EMPLOYMENT COUNSELLOR
(Second Career / Skills Development)**

Times Change Women's Employment Service is a non-profit community agency providing employment and educational counselling for women. We are seeking an experienced Employment Counsellor for Second Career/Skills Development applications.

Responsibilities:

- Facilitate a twice-monthly group orientation on Second Career and Skills Development
- Assess clients, one-on-one, to determine appropriateness of Second Career and/or Skills Development
- Assist clients with preparation of application for funding through Second Career and Skills Development including the budget section
- Research labour market and employment trends to ensure appropriate labour market information is included with all applications
- Write a detailed rationale for each application stating whether or not the application is being supported and why
- Review Second Career and Skills Development training funding applications to ensure all applications are complete before submitting them to the appropriate government office
- Communicate with government office to follow up on clients' applications
- Liaise with other Employment Counsellors regarding their clients' applications
- Maintain knowledge of current processes, procedures and guidelines and share this knowledge with the rest of the staff
- Track client applications, recording results in database
- Follow up with clients on a regular basis
- Enter client caseload information in Contact IV
- Keep all client statistical records as needed by funders
- As part of the Collective, participate in decision making and share responsibility for the day to day management of the agency
- Perform administrative duties including regular front desk shifts

Qualifications:

- Solid experience in conducting client assessments and processing Second Career and Skills Development applications is required
- University degree plus Career & Work Counselling Diploma or equivalent experience
- Excellent written and verbal communication skills
- Strong group facilitation and presentation skills
- Effective time management, organizational and multi-tasking skills
- Ability to notice details and meet deadlines
- Knowledge of, and ability to research, labour market trends and training/education information
- Superior analytical skills
- Sensitivity to diverse cultures and languages
- Keen awareness of issues facing women
- Commitment to working in a Collective
- Ability to compile and maintain statistics
- Computer skills: MS Office, Contact IV, the Internet
- Second language is an asset

Hours: 35 hours per week

Pay: \$27.48 per hour

Start Date: August 4, 2009

Please address cover letter and résumé to: Hiring Committee.

Please email your résumé and cover letter to: [hiring@timeschange.org](mailto: hiring@timeschange.org)

Application Deadline: Thursday, July 9, 2009 at 5pm

No phone calls or email inquiries please.

Times Change would like to thank all applicants. Only those selected for an interview will be contacted.

The hiring process is governed by the Times Change Anti-Discrimination and Anti-Harassment Policy. All qualified women are encouraged to apply.