



## **EMPLOYMENT COUNSELLOR**

### **Permanent Position**

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 group facilitation and one-on-one counselling.

- Facilitate group workshops on Job Search techniques (4 consecutive sessions in 1 week) and Getting Started orientation to Times Change services
- Provide individual employment counselling to assist clients with career decision making, job search, and barriers to employment
- Facilitate group workshops on Second Career (1 per month)
- Individual follow up with each Second Career applicant, to complete an initial assessment and a follow up meeting to review completed Second Career Application;
- Submit completed Second Career applications to the Ministry for eligible clients
- Further follow up appointments as required to submit Amendment requests for current contracts or provide ongoing counselling and support as needed
- Work with youth clients as a part of Youth Job Link (YJL) service delivery
- Keep all client statistical records, including entering client case management information into EOIS-CaMS database
- Follow up with clients on a regular basis and report on progress/results
- Research information about labour market and employment trends
- Perform administrative duties including: regular front desk shifts and the compilation of monthly statistics
- Willing to participate in external committees, community events and outreach as required to meet the demands of the program
- As part of the Collective, participate in agency committees, participate in decision making, funding/fundraising activities, and sharing responsibility

for the day to day management of the agency including regular attendance at staff meetings

**Qualifications:**

- Experience in career and job search counselling, with both groups and individuals; minimum of 5 years
- Post-secondary education in a related field
- Strong facilitation, counselling, communication, and interpersonal skills
- Solid knowledge of employment and labour market trends including social media and LinkedIn
- Experience working in an Employment Ontario service delivery environment, delivering programs including second career applications preferred
- Ability to compile and maintain statistics
- Computer skills: EOIS-CaMS, MS Office, the Internet
- Strong administrative skills, detail-oriented, and well-organized
- Sensitivity to issues of diversity
- Keen awareness of issues facing women
- Ability to coach clients about self employment is an asset
- Second language is an asset
- Commitment to working in a Collective with the ability to self-manage

**Hours: 30 hours per week**

**Pay: \$28.44 per hour plus extended health benefits**

**Start Date: ASAP**

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

**Cover letters are to be addressed to: Hiring Committee**

**Application Deadline: Wednesday, January 18, 2019 by 5:00 p.m.**

**No phone calls or email inquiries please.**

**We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team. As an agency providing front line service to women, only those who are qualified and identify as women will be considered.**

**We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted.**