



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

PROGRAM COORDINATOR Employment Essentials Program

Contract position March 2023-March 2024

Times Change Women's Employment Service is an incorporated non-profit charitable community agency. For 48 years, we have been providing women with free employment workshops, computer training, counselling and resources. Our mandate is to advance gender equity by helping women increase their prosperity and security through sustainable and satisfying employment.

Overview of Employment Essentials

The Employment Essentials program at Times Change Women's Employment Service offers those who identify as women (and who are recipients of Ontario Works) with customized employment programming. Women develop an individualized program plan that includes career exploration, job skills development, digital literacy/computer training, and life skills development.

The goal of this programming is to help women secure employment, pursue education/skill training, gain other work preparation experience, access addiction or mental health treatment, and/or access other income/financial support.

Women receive ongoing support over the 12-week core program. Programming is offered via a flexible daytime schedule based on an ongoing availability of workshops. In addition, women continue to receive support post-program for up to 6 months including educational counselling, job development services/work placements, mentorship, personal support, internal and external referrals, and job retention support (as needed).

Responsibilities

Recruitment

- Checking funder website (POES) daily for caseworker referrals of clients to Employment Essentials
- Working with caseworkers to discuss client inquiries and recruitment
- Following up with clients to confirm their interest and book a screening and pre-program assessment appointment
- Promoting the program as needed

Screening/Assessment

- Thoroughly screening and assessing clients for Employment Essentials eligibility and suitability
- Completing applicable screening and assessment forms (including determining a pre-assessment score as applicable) and submitting them to the Operations Coordinator and on POES
- Reporting in POES a rationale for any client not accepted into Employment Essentials

Case management

- Ensuring all 15 clients are on-track to complete all activities, offering regular personal support during the core program as well during 6 months of post-program support
- Assisting clients in accessing wrap around supports (through our other internal programs) or external resources
- Following up with absentee clients to check on their welfare and encourage participation in the program, consulting with their caseworker and offering accommodation/flexibility as needed

Reporting

- Reporting all client activity into the POES system regularly
- Ensuring Operations Coordinator is notified when an invoice is ready to submit
- Providing reports to Times Change staff on the status of the program regularly, notifying the team if there's concern about meeting targets
- Completing any final report or admin tasks needed to wrap up the program

Qualifications

Education

- Post-secondary education in a related field i.e. social work/social service work, Career Development Practitioner programs, human resources, women's studies, or related field OR acceptable combination of education, training and relevant experience.

Experience

- Minimum 1-3 years providing support to individuals facing personal challenges and barriers (experience with women is an asset)
- Excellent listening, interviewing and coaching skills
- Keen awareness of issues facing women and excellent knowledge of challenges and systemic barriers for women seeking employment

- Ability to work independently with minimal guidance and/or supervision.
- Excellent program coordination skills, including strong administrative skills, superior time management skills, detail-oriented, and well-organized
- Facilitation, negotiating and mediation skills
- Ability to work in a fast-paced environment and manage multiple, often competing priorities with a positive attitude
- Independent self-starter; self-motivated, self-directed, goal and results-oriented, with ability to set priorities and remain focused on results
- Comfort with ambiguity and change
- Excellent verbal, written, dispute resolution, facilitation and interpersonal communication skills
- Capability to coach, mentor and case manage
- Equipped for hybrid work (adequate internet capabilities for work-at-home) and also available for in-office
- Knowledge of online communication platforms, techniques, and tools (e.g. Zoom, OneDrive) with an aptitude and willingness to learn and work with new technologies
- Intermediate to advanced knowledge of Microsoft Office Suite

Hours: 20 hours per week

Pay: Up to \$25 per hour (dependent on education/experience)

Start Date: March 6, 2023

Included: Training time/overlap with current coordinator
 Vacation time (3 weeks a year)
 Sick leave (5 hours earned per month: not paid out)
 Flexible schedule

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

Cover letters are to be addressed to: Hiring Committee

Subject line: Employment Essentials Program Coordinator application

Application Deadline: Sunday, January 8, 2022

Candidates are strongly encouraged to apply earlier than deadline, as we are contacting successful candidates for interviews as we receive applications.

The hiring process is governed by the Times Change Workplace Discrimination and Harassment Prevention Policy. 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 (reference: Section 24 (1) (a), Special Employment, Ontario Human Rights Code)

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