

INTERNAL/EXTERNAL LDAWE JOB POSTING

Posting Date: July 15, 2016

Internal candidates (permanent employees, contract employees, volunteers, and student placements) who wish to be considered for a new or vacant position must apply by submitting a cover letter and resume to the person indicated on the posting by the indicated deadline.

Position: EMPLOYMENT COUNSELOR / JOB DEVELOPER

Under the direction of the Program Manager, the Employment Counselor /Job Developer will work to develop and monitor Employment Service Plans. They will conduct assessments of individuals' employability dimensions to determine suitability for services and make appropriate referrals both internally and externally to community services to support successful Service Plan completion. The Employment Counselor /Job Developer will assist clients in achieving employment goals by providing individual employment counselling.

Responsibilities: *(include but not limited to)*

Employment Counselling

- Interview clients to obtain employment history, educational background, career goals etc. using the Employability Assessment Model (Suitability assessment for Assisted Service) and to assess their employment related needs
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Assess need for additional assistance such as rehabilitation, financial aid and/or further vocational training and make appropriate referrals
- Counselling assistance to be provided in the areas of: Job Maintenance, Job Search, Job Placement, Career Decision Making, or other identified employment needs
- Assist clients with resume and cover letter writing, interview preparation, etc.
- Follow-up with clients at appropriate intervals to assess progress and record outcomes
- Maintain file case notes and appropriate documentation about clients' progress

Job Development

- Provide one on one counselling to assist clients in the achievement of their employment goals as identified through the Client Service Planning and Coordination process
- Assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews through Resources and Information Job Search workshops

- Administer standardized assessments to determine client interests, aptitudes and abilities
- Identify placement needs and refer clients to Job Development team work placement assistance (volunteer, job test and hire, full time or part time work experience and on-the-job training opportunities)
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information.
- Assist clients in determining employment support needs and releasing support funds to clients
- Conduct outreach to clients and employers and the community to promote program services
- Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer's special needs,
- Provide direct job matching of current openings to the clients. Offer qualified job candidates the opportunity to interview for posted jobs. May check with the candidate or the employer to assess quality and success of the referral
- Assist clients in the use of resources and technology for job search activities
- Liaise with job development services, facilitation team, information and resource team, government departments and other social, employment and community agencies on mutual clients as needed to facilitate clients' progress

Outreach:

- Develop and maintain a relationship with local High Schools
- Visit local high schools to provide information on Employment Counselling services available to students with ADHD and Learning Disabilities
- Organize campus visits and information sessions
- Create outreach materials for school visits

Required Qualifications:

- Post-Secondary/ University Degree in Social Sciences or Social Work and/or Diploma in Social Services or Career and Work Counselling or equivalent work experience
- 2-5 years' experience dealing with individuals and facilitating groups of harder to employ clients facing multiple barriers to employment, or 2-5 years' experience in related duties and responsibilities.
- Solid knowledge of the Canadian labour market, Canadian workplace practices, job search strategies and techniques.
- Familiar with return-to-work strategies, life skills, employment training and counselling.
- Superior oral and written communication skills, excellent time management skills with the ability to multi-task in a fast paced environment.
- Must be Proficient in MS Office Applications; Word, Excel, Power Point, Outlook and Internet.

Additional Preferred Qualifications:

- Knowledge of ADHD and Learning Disabilities and strategies/practices for supporting individuals.
- Familiar with community social services networks and knowledge of Ontario welfare system and supports.
- Ability to work in a performance based system with a proven track record of meeting targets and outcomes is essential.
- Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues.
- Knowledge of the local labour market is essential; knowledge of broader labour market conditions and how to obtain information is also necessary.
- All candidates must be able to work with a diverse population.

Conditions of Employment:

- Contract Position: 12 months
- Must have access to reliable transportation as work will take place throughout Windsor and Essex County. Mileage will be reimbursed as per the Association's Expense Claim Policy.
- Must have a satisfactory up-to-date police clearance.
- Salary: \$16 per hour with incentives
- Days: Must be available to work Monday to Thursday 9:00 am to 4:30 pm; some evening appointments may be necessary due to client/employer availability
- Hours per week: Up to 25 hours per week
- Reports to: Program Manager

Apply in writing no later than 5pm on Thursday August 4th, 2016 with a cover letter and resume to:

Mary-Ann Fuduric, Program Manager
647 Ouellette Avenue, Suite 101
Windsor, ON N9A 4J4
Fax: (519) 252-4169
info@ldawe.ca

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.