



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. Now in our 80th year, WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Internal Candidates only may apply:	May 18 – 23, 2017
Job Posting Application Deadline	May 28, 2017 at 5:00 pm
Job Title:	Employment Consultant
Program & Unit:	Enhanced Language Training Program, Newcomer Services & Workforce Development
Work Week:	34 hours/week (some evenings & weekends)
Salary Grid Level:	G7 - \$46,159/year (current employees at G8 will remain at their current salary)
Employment Category:	Bargaining Unit – Full-time/Salary

Program Overview

WoodGreen Community Services' Newcomer Services & Workforce Development Unit has helped newcomers, immigrants and refugees in East Toronto to settle, adjust and integrate into society during the past three decades. Funded by three levels of government, Immigrant Services operates settlement services, language programs, job search services, employment bridging programs, networking activities, and social and recreational activities. The Enhanced Language Training (ELT) Program is designed to facilitate clients to practice and learn English used in their professions: Finance/Accounting, IT, Health Care and other professions. The program also helps clients to prepare for employment opportunities by assisting with job search, and by initiating contact with employers including as guest speakers, referrals to recruiters, and more.

Position Summary

Working in collaboration with ELT colleagues, this position is accountable to the Manager of Employment Supports to develop employment and placement leads and opportunities for participants of the Enhanced Language Training (ELT) Program, and for connecting clients to resources that will support employment acquisition and retention in careers relevant to their professions.

Main Responsibilities:

- Responsible for implementing all activities and meeting all qualitative and quantitative outcomes required by the program.
- Outreach, liaising, and building relationships with employers to gain awareness of their hiring needs and to build a network of employer contacts leading for: participant referrals and introductions for employment opportunities, job placements/internships, job shadowing, job trials and mentorships in their fields.
- Organize seminars, employer forums, e-discussion, networking meetings and other presentations to enhance participant knowledge of their professions in Canada and related opportunities within their professions, and employer knowledge of the value of hiring internationally trained professionals.
- Using a case management approach, assess needs, develop, implement and evaluate individual action plans to match participant employment preparation and career development options.
- Use various tools and techniques (including, but limited to, resume critique, interview preparation, offering Canadian workplace insights) to guide job seekers to realize their career path.
- Facilitate referrals and provide direct services to achieve required outcomes.
- Conduct workplace monitoring including site visits and periodic client follow up as required.

- Organize seminars, employer forums, e-discussion, networking meetings and other presentations to enhance participant knowledge of their professions and related opportunities within their sectors.
- Maintain client files (electronic and hard copy), program documentation and statistics, prepare reports as needed. Maintain client and employer confidentiality.
- Participate in regular supervisory, staff and unit meetings as required.
- Other related duties as may be assigned from time to time.

Required Education and Registration:

- Bachelor Degree in Marketing, Business or equivalent major.
- Diploma in Career and Work Counseling would be considered an asset.

Preferred Qualifications:

- At least 2 years' experience in recruitment, business development or job development, preferably with internationally trained individuals with barriers to their profession.
- Understanding of labor market information and sectoral trends, particularly regarding IT, Financial, Healthcare and other professional opportunities within Ontario's economy.
- Knowledge of employment and related resources.
- Strong outreach skills to employers.
- Proved experience working with outcome-based programs.
- Proven ability in employment counseling and case management.
- Experience working with regulatory bodies, sectoral and corporate leaders.
- Proven team work skills.
- Ability to communicate effectively (verbal, written).
- Strong time management skills and ability to meet deadlines.
- Strong organizational and planning skills.
- Demonstrated ability to prepare quality case documents, program reports and statistical reports as required.
- Strong computer skills with knowledge of Office 2007 MS Word, Excel, Internet and database management skills.
- Able to work irregular hours, including occasional mornings, evenings and weekend hours.
- Access to a vehicle is considered an asset.

To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to imsjobs@woodgreen.org, Att: John Viktorin, Newcomer Services & Workforce Development

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.