



Eastern Ontario Training Board (EOTB)

Newcomer Employment Welcome Services (NEWS)

Employment Counsellor/Job Developer

Position: Employment Counsellor/Job Developer

Reports to: Newcomer Services Manager

Newcomer Employment Welcome Services (NEWS)

The NEWS centre provides programming designed to integrate newcomers into the community through employment & settlement services in Cornwall, the United Counties of Stormont, Dundas and Glengarry and Akwesasne.

Job Description

The employment counseling and job developing role involves preparing clients for employment by providing skills training and guidance. The incumbent will also promote and present NEWS services and programs to community agencies and employers. They will collaborate closely with both community partners and clients to support various stages of the employment process, including job retention. Additionally, the individual will assist in organizing job fairs and other career-related events. This role includes facilitating information and orientation sessions, group workshops, individual employment counselling, as well the coordination and marketing of overall services that are offered to the newcomer community. In addition, the individual will help organize, participate and facilitate activities, events and workshops. Other duties as required.

Responsibilities

The Employment Counsellor/Job Developer will:

- Ensure NEWS is delivering relevant, comprehensive and efficient services addressing the needs of newcomers in securing and retaining employment.
- Identify clients' needs and skills enhancement requirements, examine eligibility, explore intervention options and develop an Employment Action Plan.
- Assist clients with career development and planning.
- Provide clients with information on resume preparation, job search, interview skills, and job maintenance.
- Assess clients' education and past employment experience to help them plan for and maintain successful employment in the Eastern Ontario labour market.
- Provide clients with current information, licensure pathways, retraining options, and resources pertaining to their employment goals.
- Facilitate employment readiness programs and services for clients.
- Engage clients in participatory and self-directed learning.

- Outreach to other community organizations for program promotion, client referral and to provide employment related services.
- Assist with organizing support groups, networking sessions, events, workshops and other program initiatives.
- Coordinate guest speakers to conduct information sessions on specific settlement and cultural adaptation topics based on client needs.
- Assume responsibility for daily caseload management, maintain client files, ensure confidentiality, record all information accurately for entry in appropriate databases.
- Assist in updating settlement and employment resources on an ongoing basis.
- Participate in the distribution, collection, and analysis of participant surveys and other evaluation and tracking procedures.
- Other tasks & duties as required.

Skills Required

- Strong organizational skills and ability to manage a variety of responsibilities concurrently.
- Ability to set objectives, plan work in advance and meet deadlines.
- Ability to manage multiple priorities.
- Strong analytical and problem-solving skills.
- Ability to respect confidential information.
- Sensitivity to newcomer settlement and employment issues when meeting with clients.
- Demonstrated knowledge of community resources.
- Ability to liaise with various community agencies including employment centres, social service agencies and education facilities in support of client settlement and employment needs.
- Well-developed relationship building, communication and presentation skills.
- Ability to understand and apply Citizenship and Immigration Canada policy and settlement guidelines accordingly.
- Ability to plan and assist in design of programs/services as identified by clients and current trends.
- Proficiency in Google Applications and Microsoft Office.

Qualifications

- Degree or diploma in human or social services or education sector or suitable work experience.
- Minimum 2-5 years of experience in counselling techniques, career planning, job search techniques and knowledge of the changing labor market.
- Demonstrated organizational skills and ability to work independently to meet project plan targets and timelines.
- A valid Ontario driver's license and access to an automobile.
- Ability to communicate in French is an asset.

Salary: \$48,000-\$54,000

Please send cover letter and resume to martha@eotb-cfeo.on.ca

Closing date: December 17, 2024