

Employment Counselor/ Job Developer

NCCE Inc. – Leamington, ON

Job Description

The Employment Counsellor/Job Developer will work as a critical part of the Employment Team, delivering employment support services to participants in the Windsor-Essex and surrounding community. The Employment Counsellor/Job Developer establishes and maintains activities to develop, locate, and secure job openings for participants; markets programs and coordinates job resources; counsels job seekers; performs related duties as assigned.

RESPONSIBILITIES:

- Assist individuals in career planning and provide adequate resources for the job search process (i.e. resume and cover letter development, job search techniques); provide links between eligible participants and resources in the community, training/upgrading programs, social services and government programs
- Maintain an awareness of job opportunities, market trends and employment cycles within the region
- Facilitates a variety of workshops as needed; assist with the transition to employment and provide referrals to adjunct community services
- Provides case management services for clients referred to labour market training or educational programs
- Maintain detailed and accurate written records and documentation, document all relevant client job search information in a timely and accurate manner

QUALIFICATIONS:

- Post-Secondary education Diploma or University Degree in Marketing, Social Services or Certified as a Career Professionals of Canada (CPC)
- Applicants must have a minimum of two years of relevant work experience related in job/career development
- Experience working with immigrants, internationally educated professionals/tradespeople and visible minorities
- Excellent verbal and written communication and presentation skills

- Proficient in computer skills, including Microsoft Office, Internet and email, as well as some experience with Database Management and reporting required.
- Experience in career development field focusing on client outreach, group facilitation, individual employment/career counseling and portfolio development
- Knowledge of general and employment/licensing related issues/barriers and current market trends and labour laws faced by immigrants
- Language fluency in ONE of the following languages: Arabic, Low German, French or Spanish an asset
- Flexibility schedule including some evenings and Saturdays
- Self-starter who takes the initiative
- Effective group facilitation skills
- Valid Driver's License and access to a vehicle
- Candidates must be able to demonstrate the ability to conduct assessments, action plans and facilitate workshops

DESIRED PERSONAL ATTRIBUTES:

- Maintain strict confidentiality in performing duties with integrity, loyalty and respect
- Patient, flexible, positive, consistent, dependable and cooperative
- Ability to work in a diverse environment
- Exhibits a professional demeanor and appearance
- Analytical and problem-solving skills
- Effective communication and organizational skills
- Time management skills
- Sound work ethics

New Canadians' Centre of Excellence Inc. (NCCE Inc.) is welcoming of diversity and is committed to creating an inclusive, respectful, discrimination-free environment for all employees in all our activities. It is expected that all employees will contribute to such an environment by encouraging and participation in non-discriminatory practices as well.

Only short-listed candidates will be contacted