

Employment Advisor

Completing the Circle

About The Career Foundation: The Career Foundation is a dynamic non-profit organization that offers a wide range of employment, training, and HR services to job seekers and employers. Since its inception in 1988, The Career Foundation has steadily expanded its services. Operating out of seven locations, we now help thousands of people each year successfully accomplish their employment goals. Our team of dedicated professionals have described The Career Foundation as caring, compassionate, innovative, and team-oriented. For more information about us and our services, please visit our website at CareerFoundation.com.

Some of the benefits and features available to our employees include:

- Competitive compensation
- A comprehensive Health Benefits plan that includes massage therapy, naturopath services, travel coverage, and much more
- A comprehensive Dental Insurance plan
- An Employee & Family Assistance program
- An RRSP Matching plan
- A Wellness program

Program & Role Description: The Career Foundation's Completing the Circle (CTC) program is a youth employment and skills development project funded by Canada's Youth Employment and Skills Strategy (YESS). CTC fosters the development of and provides individualized support to, youth with multiple barriers to employment. Through the program, youth participants are empowered to find employment, and are equipped with tools, supports, new skills, and confidence to start and maintain work.

The Employment Advisor is an integral part of the team, responsible for providing youth participants with individualized coaching to develop employability and life skills required to secure and maintain employment, in addition to performing other essential responsibilities to ensure program success.

Position type: Full-time contract until January 6th 2023 with good possibility to lead to permanent

Location: Base office for this position is located in Hamilton, Ontario. The successful candidate will also have the potential to work on a hybrid-remote schedule to conduct some job functions remotely from home, contingent on having appropriate work-from-home space and high-speed internet. Hybrid-remote schedule will be as determined by management.

Number of positions: 1

Experience: 2+ years

Reporting to: Program Coordinator

Start date: Immediately

COVID-19 Vaccination Requirement: The Career Foundation is committed to the health and safety of its workforce. As of December 16, 2021, successful candidates for our internal employment opportunities must be fully vaccinated against COVID-19 and submit proof of same prior to receiving an official employment offer. Accommodations will be made where possible for qualifying medical or religious exemptions.

Responsibilities include, but are not limited, to the following:

FACILITATION AND ONE-ON-ONE COACHING (75%):

- Presents the Completing the Circle (CTC) program to community partners and potential youth participants, ensuring that they understand the program objectives and time requirements.
- Conducts accurate assessments of youth applicants based on program eligibility requirements and ensures that all mandatory forms are completed.
- Fosters job search and employability skills through one-on-one coaching.
- Assists youth to develop transferrable workplace skills and life skills, including teamwork, responsibility, self-confidence, and self-reliance, in the areas of job search and job maintenance.
- Professionally presents information to youth on topics including effective job search strategies, accessing the hidden job market, cold-calling, job posting analyses, salary negotiations, health and safety, resume and cover letter writing, developing strong references, and successful interview techniques.
- Researches, develops, and delivers effective job search strategies suitable for multi-barriered youth that can be delivered in-person or online.
- Motivates youth participants through enthusiastic presentations and encourages participation in all topics covered.
- Assists youth in the development of appropriate work habits, behaviours, and attitudes during their participation in the program and in the workplace.
- Provides ongoing coaching and encouragement to youth to apply the skills learned in the program.
- Works one-on-one with barriered youth participants in developing skills related to creating effective self-marketing materials (e.g., résumés, cover letters, references, and thank you letters).
- Assists with planning workshop schedule and booking guest presenters and speakers.
- Maintains job search area with relevant information and resources.
- Provides youth with referral information for other services in the community.

- Opens participants files, case-manages, and maintains documentation of allocated participant files, records of service, and participant progress reports in internal database.
- Conducts ongoing job retention activities with youth participants, including contacting them weekly for updates on employment status when required.
- Regularly monitors personal performance against program targets to ensure achievement of expected results.
- Communicates with the Program Coordinator regarding participant performance in relation to contract requirements and the needs of the program.
- Accurately reports on participant case load and established action plans to ensure the success of participants during daily team meetings and weekly case conferences.
- Assists in developing weekly, monthly, quarterly, and yearly reports for the program.
- Assists with purchasing and distributing participants supports.
- Helps to keep the office organized, including ordering office supplies and ensuring required inventory of items.
- Other duties as required.

JOB DEVELOPMENT (25%)

- Conducts outreach to employers and generates employment opportunities for youth participants of the CTC program.
- Initiates and maintains accurate documentation of contacted employers, job leads, and other job development activities performed.
- Assists youth with their job search, including contacting employers to broker interviews.
- Coaches youth on interview preparation and self-presentation skills.
- Discusses life skills with youth in a diplomatic and tactful manner.
- Provides effective individual and group job search and cold calling support.
- Other duties as required.

Qualifications/ Skills Required:

- Post-secondary degree or diploma in human services or related field preferred, or an equivalent combination of education and experience is required.
- A minimum of 2 years of direct service experience working with multi barriered youth, providing employment/career counselling, and facilitation is required.
- Experience in maintaining a participant caseload and previous experience working with government-funded programs is an asset.
- Must be flexible and adaptable to work effectively with a diverse population of youth with significant barriers to employment.
- Experience facilitating online and in-person workshops with a high-level of participant engagement and completion rates.
- Excellent communication skills with the confidence to engage employers and youth remotely and on-site in the development of meaningful training plans with defined steps and outcomes.
- Excellent verbal and written English communication skills for giving and receiving information, participating in meetings and writing reports. Proficiency in a second language which reflects the needs of the community would be an asset.
- Strong familiarity with community partners, employers, and stakeholders within the local community.

- Flexible and dedicated approach to work to ensure that all requirements and goals of the program are met.
- Must be results-driven in nature and capable of achieving deadlines and targets.
- Knowledge of the current labour market trends, the impact of COVID-19 on the labour market, job search techniques and employment research methods
- Exceptional customer service skills and ability to uphold the organization's service standards, policies, and core values.
- Advanced proficiency in Microsoft suite of products, as well as Zoom and Outlook 365 applications, including Teams and SharePoint. Must also possess aptitude and willingness to learn and work with new online systems and technologies.
- Flexible and positive approach to work and willingness to take initiative to lend assistance where needed to ensure that the team is successful in meeting project goals.
- Proven ability to work independently and build strong working team relationships.
- Punctual, self-motivated, and self-directed.
- Ability to maintain sensitive information, exhibit tact, diplomacy, and good judgment, with exacting standards of professionalism, ethics, and confidentiality.
- Willingness and flexibility to work outside of normal business hours as needed, in order to support program participants in real-time, when support is needed.
- Must be able to work on-site from base office location in Hamilton, Ontario and have appropriate work-from-home space with high-speed internet for remote work functions.
- Must be fully vaccinated (two doses) against COVID-19. The successful candidate will be required to submit official documentation to confirm vaccination status prior to job offer.

How to Apply:

Please visit the 'Join Our Team' page on our website at <https://careerfoundation.com/join-our-team> and select the position for which you would like to submit your application. You may complete the application form directly through our website. Qualified candidates will be contacted for an interview. No phone calls please. Thank you for your interest in The Career Foundation.

The Career Foundation's Commitment:

The Career Foundation is committed to diversity and inclusion and aims to create a healthy and rewarding environment for all. We welcome applications from qualified individuals who represent the diversity of the people we proudly serve, including, but not limited to, visible minorities, women, persons with disabilities, Indigenous peoples, and individuals of all genders and sexual orientation. The Career Foundation, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), is also committed to accommodating applicants with disabilities throughout the recruitment process. We will work with candidates requesting accommodation at any stage of the hiring process.