

## External Job Posting

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### Employment Specialist/Job Developer

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The West Employment Services and Training program (WEST) at 1033 King Street West is seeking an Employment Specialist *experienced* in providing support for clients who face multiple barriers to full-time employment.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

**This position will be primarily in-person with some virtual work.**

#### **Responsibilities:**

- Develop and facilitate employment- and training-related workshops for individuals and employers.
- Oversee an Employment Resource Centre ensuring postings and information are up-to-date.
- Manage a caseload of diverse job seekers by assessing needs and working with them to develop and implement employment action plans.
- Provide referrals to appropriate programs and services necessary for implementation of their action plan.
- Promote the program and EO services, including identifying and supporting opportunities for mobile services with community partners.
- Work with our job developer to assess an employer's staffing needs, ability to train participants, matching participants to suitable employers.
- Support participants by providing referrals to appropriate programs and services to enhance their capacity to find and retain stable employment.
- Process Better Jobs Ontario applications.
- Work in partnership with the Job Developer to market job seekers to employers, ensuring adequate supports or resources in order to facilitate hiring and retention.
- Oversee and negotiate employer job training allowances and contracts.
- Maintain accurate and timely case notes and documentation.

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- Input client data into the EOIS-CaMS database in a timely manner, ensuring data integrity and adhering to privacy policies.

### Qualifications:

- Post-secondary education and/or equivalent experience in employment counselling; specialised training/education in career counselling and Common Assessment;
- Current knowledge of Toronto's regional and local labour markets;
- Strong employment counselling skills; demonstrated ability to assist individuals in problem solving to address their employment barriers and develop a realistic plan of action to reach their desired goals;
- Excellent labour market research and referral skills;
- Well-developed virtual and in-person group facilitation skills and ability to develop employment and skill-based training materials;
- Ability to develop and maintain partnerships with other organizations;
- Proven ability to work effectively with a diverse population, including people with barriers to employment (e.g. early school leavers, limited work experience, newcomers, street-involvement, mental health issues, addictions, low income earners);
- Familiarity with and ability to process Better Jobs Ontario applications;
- Excellent English written and verbal communication skills
- Excellent computer skills including: Microsoft 365
- Experience with EOIS-CaMS is a definite asset.
- Understanding knowledge of the OW Act, Ontario Disability Supports Program, Employment Standards Act, Workplace Safety and Insurance Board;
- Experience working within anti-oppression framework;
- Ability to speak a second language relevant to the catchment area would be an asset;

**Status:** Permanent Full Time (Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** 24 hours per week (4 weeks' vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)  
**Rate:** \$25.44  
**Unit:** Community Programs  
**Immediate Supervisor:** Coordinator, Career Pathways and Adult Learning  
**Posting Date:** January 27, 2023  
**Closing Date:** February 10, 2023

**Please send resumes by 5:00 pm on the closing date to:**

Hiring Committee  
588 Queen St. W.  
Toronto, Ontario  
M6J 1E3  
[jobs@westnh.org](mailto:jobs@westnh.org)