

Internal Posting: Employment Specialist

Hours/week: 25

Rate of pay: \$26.77/hr

Start Date: Immediate

Location: Main St

Required skills/experience:

- Degree or post graduate certificate in HR/Career Counselling plus one year experience in Employment Counselling and/or Job Development
 - Fluency in English and French is required.
 - Extensive and up-to-date knowledge of Hamilton's labour market
 - Ability to analyze, evaluate and collect information to assist in targeting the most suitable employment based on clients' experience, education, and existing labour market factors
 - Able to meet targets and goals
 - Able to communicate confidently and effectively with clients
 - Able to communicate confidently and effectively with employers
 - Valid Ontario driver's license and access to a vehicle
 - Awareness of cultural diversity & sensitivity, anti-racism and anti-oppression practices
 - Excellent cross cultural skills
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Duties and responsibilities:

Perform a full range of duties associated with Employment Counselling, Case Management and Job Development including, but not limited to:

- Assess clients' employment and skills-development related needs for the development of individual employment action plans
- Assisting clients to develop job search skills and job search strategies
- Assessing need for additional assistance such as further vocational training/skills upgrading and make appropriate referrals
- Providing solutions-based counselling in the areas of job search, job placement, career decision, job maintenance, or other identified employment needs
- Providing up-to-date labour market information
- Assisting clients with resume and cover letter writing, interview preparation and other job search activities as needed
- Assist clients in the use of online resources and technology for job search activities
- Delivery of employment related workshops and seminars to clients as needed
- Collecting labour market information regarding job openings, entry and skill requirements and other occupational information

- Outreach to potential employers, liaising and developing relationships with employers in industries aligned with clients' career and employment goals.
- Marketing the skills and experiences of ready-to-work clients to employers, aiming to achieve employment outcomes.
- Attending industry related networking events and representing IWC on community committees
- Liaising with accrediting bodies, professional associations, government departments and other social, employment and community agencies as needed to facilitate clients' progress

How to apply:

Interested members of the bargaining unit can apply by submitting their resume and cover letter to Elizabeth Webb, Assistant Director at ewebb@IWCHamilton.ca by Friday September 25, 2020.