

## Employment Specialist (1 Year Contract)

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**Hours/week:** 35    **Rate of pay:** \$28.12/hr    **Location:** Main St    **Start Date:** ASAP

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### Required skills/experience:

- Degree or post graduate certificate in HR/Career Counselling, experience in Employment Counselling and/or Job Development is an asset
  - Excellent presentation and facilitation abilities, demonstrated by previous experience
  - Professional English written and oral communication skills, fluency in another language is an asset
  - Extensive and up-to-date knowledge of Hamilton's labour market. Familiarity with the aerospace industry is a strong asset
  - 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:

This Employment Specialist (1 year contract) will play a key role a multi-stakeholder project, "Welcoming Immigrant Women to Aerospace". As an important member of this project team, the successful candidate will perform a full range of duties associated with Employment Counselling, Case Management and Job Development for the assigned portfolio including, but not limited to:

- Assessing 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
- Working collaboratively with the Employment Manager and appropriate stakeholders to create content for relevant workshops and training
- Delivering employment-related workshops and training
- 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
- Assisting clients in the use of online resources and technology for job search activities
- Collecting labour market information regarding job openings, entry and skill requirements and other occupational information
- Outreaching 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
- Performing all other duties relevant to the position and program as required.

**How to apply:**

Send a resume and cover letter to the Hiring Committee via email to [IWCHiring@IWCHamilton.ca](mailto:IWCHiring@IWCHamilton.ca)

**Application deadline:**

at Thursday, April 20, 2023 11:59 pm. Interviews may begin before the application deadline. Position will remain posted until filled. Interested parties are encouraged to submit and applications soon as possible.

**IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all applicants for their interest, however only those selected for an interview will be contacted.**