



**INTERNAL/EXTERNAL Job Posting
August 7, 2018**

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, training, mentoring and settlement services to job seekers including adults, internationally trained professionals, newcomers to Canada, persons with disabilities, seniors, students, women and youth at three locations in Toronto. We also provide a range of recruitment services for employers. *Our Mission:* JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.

Job Title: Job Coach - Employment Service (Employment Ontario)
Bargaining Unit Position—Part Time Temporary (Until December 31, 2018 with possibility of extension and/or increased hours)

Supervisor: Manager, Programs and Services **Location:** 219 Dufferin Street.

Purpose of the Job: The successful candidate is responsible for establishing a collaborative relationship with individuals to provide job coaching & mentoring support to unemployed clients facing barriers to employment. The Job Coach will establish and maintain successful relationships with community partners that serve internationally trained professionals and other unemployed clients including youth to ensure steady flow of client referrals to JobStart's Mentoring Program and Employment Ontario services; The Coach will provide all services required under Employment Ontario. Collaboratively work in an integrated team model and has superior customer service, excellent problem solving, marketing and organization skills to meet deadlines and take initiative to be able to multi task and prioritize workload to fulfill the following responsibilities:

Key Responsibilities

- Develop relationships with community agencies and referral sources for client referrals
- Outreach and promotion of JobStart's services to new clients and service providers to meet our contractual requirements
- Schedule, and facilitate job search workshops, special events according to the goals of the program and clients' needs
- Provide job coaching to a wide range of clients with various types and degrees of barriers to employment
- Documenting client files, case management, conduct appropriate and regular follow-up activities with program participants, and maintain client activity service statistical and financial information for monthly reports
- Assess employment and stabilization needs of clients, establish realistic short and long term goals to address employment, develop employment action plans identifying next steps required to meet employment goal
- Develop and maintain excellent working relationships with community partners; monitor labour market trends and services available in the community; deliver group information sessions
- Meet or exceed all other required contractual, client and/or agency requirements
- Assist with administration, marketing, other duties as required to support contract and agency strategic plan

Qualifications:

- Diploma in Career Counselling, or University Diploma, post-secondary education in human services field,
- Minimum two years work experience in career counseling with individuals experiencing complex barriers to employment, assessments, job search, job development, workshop facilitation working with a range of job seekers (adults, persons with disabilities, newcomers, youth)
- Advanced skills utilizing all Microsoft Application including Excel and PowerPoint
- Excellent communication, customer service, organizational, presentation skills marketing and sales skills
- Desire to work in a multicultural setting and possess sound decision making and judgment
- Demonstrated ability to work within a team environment with limited supervision. Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize, multi-task and meet targets and deadlines
- Valid driver's licence and unlimited access to a vehicle an asset
- Crisis Intervention, First Aid an asset

Hours of Work: 21 hours per week (evening hours are required and weekend hours maybe required)

Start Date: ASAP

Salary: \$52,025 per annum (pro-rated)

Closing Date: August 15th, 2018

Send Letter of Rebecca Newton, Manager, Programs and Services

Interest and Resume to: Fax (416) 253-2728 or email: DEOresumes@jobstartworks.org **NO INQUIRIES PLEASE**

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

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

JobStart strives to represent the diversity of the community in our hiring practices.

Only those who meet the qualifications above will be considered for this position and invited to an interview.