

Job Title: Employment Counsellor
File Number: SAO_2021-03
Position Type: 35 hours a week, 2-year contract
Closing Date: April 2nd, 2020

The Carrefour Communautaire Francophone de London is a multi-service agency offering a SkillsAdvance Ontario (SAO) Pilot program funded by the Ministry of Labour, Training and Skills Development. This program supports workforce development in the field of early years and childcare by offering training and support to job seekers ready to take their first step on the pathway into an early years and childcare career. Learning support is also available for those already working in the early years and childcare field who want to grow their skills.

Main responsibilities include:

- Offers career counselling to job seeking participants and determine their employment and education readiness.
- Offers career counselling to incumbents seeking advancement in the field.
- Administers employability assessments to help shape the SAO service plan.
- Develops an agreed-upon SAO service plan by setting realistic and measurable goals with each participant.
- Meets regularly with participants to monitor progress and to modify their service plan as needed.
- Educates participants on the different pathways to employment in the Early Childhood Education field.
- Facilitates virtual or in-person employability workshops in groups or one to one.
- Assists clients with the development of job search tools such as resumes, cover letters, and provides individualised coaching to help participants succeed interviews.
- Liaises with project and community partners to make appropriate referrals as needed to assist participants in reaching their goals.
- Writes case notes and maintains accurate documentation and records of participants' contact information, activity, and progress.
- Participates in case conferencing meetings to review participants' goals and needs, and to determine partner roles and responsibilities to assist with participant success and identified expected outcomes.
- Enters clear and accurate information in the ministry case management system (CAMS).
- Works with other team members collaboratively to ensure participant success; collaborating/working with the other partners on this project and communicating with the training team about participant progress when needed.

Requirements:

- A post-secondary diploma in a relevant discipline: Career Counselling, Social Services or related fields. (or a combination of education and experience).
- 1 year's experience in group facilitation and employment counselling.
- Ability to communicate clearly and effectively orally and in writing. Bilingualism is an important asset.
- Experience working with a diverse population & with clients experiencing barriers to employment.
- Capability to deliver a high level of customer satisfaction, accountability, and innovation, in a result-oriented environment.
- Experience operating online communication platforms such as Zoom or MS Teams.
- Experience utilizing computers and various software packages such as Microsoft Office.
- Experience and the ability to accurately enter data in a client case management system.
- Knowledge of the Early Childhood Education field would be an asset.
- Capacity to work independently and as part of a team.
- Knowledge of CAMS is considered an asset.

Please note: As a condition of employment, candidates will be required to provide a satisfactory Vulnerable Sector Screening / Police Reference Check.

Application Instructions:

Interested applicants, please submit resume and cover letter via email to: Manon.Guillemette@ccflondon.ca.
We thank all applicants; however, only those selected for an interview will be contacted.

Equity, Diversity and inclusion