

john howard society

Hamilton, Burlington & Area

Job Title	Employment Counsellor / Job Developer
Reports To	Team Lead, Employment Services Executive Director or Designate
Date Posting Revised	June 15, 2022
Number of Positions	1
Position Type	Temporary full time
Anticipated Start Date	June / July 2022
Anticipated completion date	March 31, 2023
Internal / External posting	External
Work environment	Combination of in office and remote / virtual work
Application deadline	Until position is filled

The John Howard Society of Hamilton, Burlington & Area are seeking to fill one (1) full time temporary Employment Counsellor / Job Development positions.
This position is 35 hours per week.

Position Summary:

The Employment Counsellor / Job Developer provides a range of pre-employment, employability, job development and employment retention / maintenance supports and services to individuals and employers in individual and small group formats.

Qualifications:

- Post secondary degree / diploma in a relevant field (social services, justice, corrections, employment counselling, career development)
- Familiarity with the adult justice system
- Experience working with adults involved in, or at risk of involvement in the criminal justice system
- Experience working with adults who have served a provincial or federal sentence of incarceration
- Experience providing pre-employment, employability, job development and employment retention / maintenance supports and services to adults
- Experience developing placements / work opportunities with local employers, specific to the manufacturing sector
- Computer and technology skills that support the position, including virtual platforms (Office 365, MS Teams, Zoom)
- Valid Class G driver's license and consistent access to reliable vehicle
- Clean driver's abstract
- Provide and maintain an acceptable criminal record check
- Valid First Aid / CPR certification or willingness to attain

Duties and Responsibilities:

- Provision / facilitation of a range of pre-employment, employability, job development and employment retention / maintenance supports and services to individuals and employers in individual and small group formats
- Provision / facilitation of career exploration, goal setting, resume preparation, interview skills, labour market research, employment retention / maintenance supports and services in individual or small group formats
- Development of placements / job opportunities within the local manufacturing sector
- Monitoring placements / job opportunities, providing information resources and assistance to individuals and employers to support employment maintenance / retention
- Maintain client files including timely casenotes and other documentation
- Work collaboratively with other local employment support services and other community organizations to provide supports related to housing, income supports, food security, transportation, mental health, substance use, addiction, healthy relationships
- Maintain program statistics as required by the funder
- Preparation of narrative and statistical reports
- Provide program updates / presentations to the Adult Justice Team, JHS Hamilton staff, JHS Hamilton Board of Directors as requested
- Identify and address any gaps in service in consultation with the Manager of Adult Justice & Administration

Additional Responsibilities:

- Work within the restorative and anti oppressive frameworks of the agency
- Work within and contribute to a positive team and agency environment
- Carry out work related duties in a manner that promotes staff cohesiveness, respecting others' rights to a diverse, inclusive and equitable work environment
- Participate in internal / external training and professional development
- Carry out duties in accordance with the agency's Health & Safety policies
- Carry out duties in accordance with the agency's Policy and Procedure Manual
- Actively participate in team meetings, agency staff meetings, supervision and performance evaluation process
- Submit travel expenses and leave requests according to established procedures
- Participate in agency fundraising and special events
- Additional duties as assigned by Team Lead, Employment Services, Executive Director or their designate

Application Instructions:

Submit resume and cover letter outlining your skills, education, experience and fit for this position by email to:

Menelik Girma
Team Lead, JHS Employment Services
mqirma@jhshamilton.on.ca

Application Deadline:

Applications will be accepted until the position is
Please note that only those selected for an interview will be contacted.