



April 22, 2024

EMPLOYMENT SERVICES ASSISTANT SUMMER STUDENT POSITION

(9 weeks – 30 hours/week)

Internal/External Job Posting

John Howard Society of Waterloo-Wellington (JHSWW) is looking for an *Employment Services Assistant* to join our Employment Services team for a summer contract position. We offer an excellent work environment. As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; diversion and other programs and services fostering accountability and learning, repairing harm and making amends; and employment programs. We understand myriad factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others. JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

RESILIENCY COLLABORATION INCLUSION

For more information about the John Howard Society of Waterloo-Wellington visit <http://www.jhsww.ca>

Applications are currently being accepted for a temporary 30 hour/week summer student contract position as **Employment Services Assistant** from a period in between May 10 to September 1, 2024. This role involves working five days a week, with the possibility of working up to 6 pm on Wednesday evenings. The contract is subject to funding and will automatically terminate at the end of the 9-week period. Reporting to the Program Manager, this position aids the Employment team in their provision of specialized Employment Programs for clients facing multiple barriers. This position works out of our Cambridge office and itinerant location. The incumbent works closely with the Employment Services Senior Coordinator.

Duties will include assisting with...

- Serving clients of diverse ethnic backgrounds and individuals living with health/mental health challenges with sensitivity and respect
- Resource Room coverage including supporting clients in resume development, job search and linkages to other employment programs and community resources/services
- The development of virtual Employment workshops including current research of best practices for virtual workshop delivery to adults and youth with multiple barriers
- Providing support and mentorship to youth with multiple barriers and new to employment
- Outreach and marketing for employment programs to potential clients with multiple barriers

The following are essential knowledge, skills, abilities and requirements for this position:

- Research and writing skills, ability to follow direction, and meet deadlines
- Well-developed interpersonal and relationship building skills
- A strong commitment to customer service
- Computer proficiency in Microsoft Office®, internet searches, Zoom, and Outlook®
- Effective social media skills are an asset
- Excellent organizational and planning skills
- Ability to work independently and as part of a service delivery team

Eligibility Requirements:

- Be between the ages of 15 and 30 years at the start of the employment

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- Have a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Compensation: \$16.55 per hour plus 4% vacation pay

Interested candidates should submit a cover letter and résumé in PDF format to resumes@jhsww.ca no later than May 10, 2024 at 4:00 pm EDT.

The job title should be included in the subject line of the email.

The John Howard Society of Waterloo-Wellington is dedicated to providing a welcoming space for all clients, staff, volunteers, placement students, and guests. We welcome applications from people of all races, ethnicities, religions, cultures, sexual orientations, gender identities and different abilities. Should you require an accommodation or any aids during the application or interviewing process, please do not hesitate to contact the HR Generalist mentioned above, to give us the opportunity to make suitable arrangements. Any personal information submitted to the John Howard Society of Waterloo-Wellington will be retained for the purpose of the recruitment process only.

