

Job Title	Employment Counsellor / Job Developer
Reports To	Employment Services Team Lead Executive Director or Designate
Date Posting Revised	July 12, 2024
Number of Positions	1
Position Type	Temporary part-time
Anticipated Start Date	July 2024
Anticipated Duration	8 months (to March 31, 2025)
Internal / External posting	Internal
Work environment	Combination of in office/community and remote/virtual work
Application deadline	Friday, July 26, 2024, at 4:30 pm

Position Summary:

This position is a part time temporary position which may require evening and weekend availability and reports directly to the Employment Services Team Lead.

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.

This position requires intensive job development activities, including connecting with local employers in person, by phone and virtually to develop employment opportunities for justice involved individuals.

This position will also support individuals through the record suspension (pardon) application and submission process.

Qualifications:

- Post secondary degree / diploma in a relevant field (social services, justice, corrections, employment counselling, career development)
- Familiarity with the adult justice system and experience working with justice involved adults
- Previous experience in employment support services - pre-employment, employability, job development and employment retention / maintenance supports in 1-1 or group formats
- Previous experience working directly with employers to develop employment placements and opportunities
- Computer and technology skills that support the position, including virtual platforms (Office 365, MS Teams, Zoom)
- Strong organization, time management and communication skills
- Valid Class G driver's license and consistent access to reliable vehicle, clean driver's abstract
- Provide and maintain an acceptable police record check
- Willingness to adhere to JHSHBA vaccination policy
- Valid First Aid / CPR, Naloxone 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
- Development of employment placements and opportunities
- Monitoring employment placements and opportunities, providing information resources and assistance to individuals and employers to support employment maintenance/retention
- Maintain client files including timely case notes 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, preparation of narrative and statistical reports as required by the funder and agency
- Assist individuals to complete the application and submission process to attain a record suspension (pardon)
- Provide program updates/presentations to the JHSHBA staff, JHSHBA Board, funder, and community partners as requested
- Identify any gaps in service in consultation with the Employment Services Team Lead, Executive Director, or their designate

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, JHS 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
Employment Services Team Lead
mqirma@jhshba.ca

Application Deadline:

Applications will be accepted until 4:30 pm on Friday, July 26, 2024