

## Employment Counsellor/Job Developer

John Howard Society of Hamilton, Burlington & Area

<b>Reports To</b>	Team Lead
<b>Department</b>	Employment Services
<b>Employment Type</b>	Temporary Full-time
<b>Number of Positions</b>	2
<b>Date Posting</b>	July 2 <sup>nd</sup> , 2026
<b>Anticipated Start Date</b>	August 1st, 2026
<b>Anticipated Duration</b>	June 29, 2027
<b>Location</b>	Hamilton, Ontario
<b>Work Environment</b>	Combination of in-office/community and remote work
<b>Compensation</b>	\$26.79/hr – 30.81/hr
<b>Application Deadline</b>	Friday, July 15, 2026, at 4:30 pm

### About JHSHBA

The John Howard Society of Hamilton, Burlington & Area (JHSHBA) is a registered charity delivering justice-focused programs across Hamilton, Burlington, and surrounding communities. We provide youth and adult justice services, employment supports, and community reintegration programs. Our work is grounded in fairness, dignity, and the belief that people can change. We are a values-led organization. The people who work here show up because they believe in the mission, not just the job description.

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### Position Overview

This position is a full-time 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, employment counselling, job development and employment retention/maintenance supports and services to individuals and employers in individual and 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.

### **Duties Responsibilities**

- Provision 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
- Creating effective cover letters and resumes; assisting clients with realistic goal setting; advising on job search techniques; preparing clients for interview opportunities; assisting with apprenticeship pursuits and assessing for training programs
- 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 accurate and confidential client files, including timely case notes and required documentation; manage a daily caseload effectively; ensure the accuracy and integrity of client information; and enter and maintain data in appropriate case management databases in accordance with organizational and funder requirements
- 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, and healthy relationships
- Maintain program statistics, preparation of narrative and statistical reports as required by the funder and agency
- 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 the 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 the Team Lead, JHS Employment Services, Executive Director, or their designate

## Qualifications

### Required

- Post-secondary degree/diploma in a relevant field (social services, justice, corrections, employment counselling, career development)
- Familiarity with the criminal justice system and experience working with justice-involved individuals
- 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
- Familiarity with the Greater Hamilton Area; labour market and community resources
- 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 a reliable vehicle, clean driver's abstract
- Provide and maintain an acceptable police record check
- Valid First Aid / CPR, Naloxone certification or willingness to attain

### Preferred

- Ability to communicate in other languages is an asset

### Working Conditions & What We Offer

- Collaborative team environment.
- Meaningful work in a mission-driven organization.
- A leadership team that values transparency, accountability, and professional growth.
- Group benefits plan.

### How to Apply

Submit your resume and a cover letter describing your relevant experience and why you want to work with JHSHBA. Applications without a cover letter will not be considered.

Send your application to: [klott@jhshba.ca](mailto:klott@jhshba.ca)

JHSHBA is an equal opportunity employer. We encourage applications from individuals from equity-deserving groups, including those with lived experience in the justice system. Accommodations are available throughout the hiring process upon request.

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*We thank all applicants. Only those selected for an interview will be contacted.*