**JOB DESCRIPTION**

| **Title** | EMPLOYMENT & LABOUR MARKET SPECIALIST | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Employment & Labour Market Specialist is responsible for providing counsel and information to clients on all aspects of career planning and searching, including assessment for eligibility and suitability for the Employment Services program. This position primarily oversees employment opportunities sourcing, client intake and assessment, documentation, case management, group facilitation and program development.

Additionally, this position provides resources for and/or facilitates educational/vocational training, and subsidized placements. This position involves working with community organizations to provide individuals with life stabilization support to build successful outcomes.

**Key Responsibilities**

Key responsibilities include, but are not limited to:

* Providing employment assistance including intake, needs and risk assessment, referral to the appropriate services, group/individual training workshops in areas such as job search techniques, resume writing, interview techniques, etc.
* Providing support to clientele utilizing our resource area in person and remotely, for job searches, resume development, online interviews, training, workshops, etc.
* Conducting community outreach and assisting with the placement of clients and advocating on their behalf for referrals.
* Working with employers to assess/meet their hiring needs while meeting placement goals.
* Ensuring support is provided to both the employer and client to create successful placements.
* Managing/maintaining internal data collection, client forms and records and developing statistical, financial reports and other pertinent documentation in an accurate and timely manner.
* Maintaining responsibility for other assigned duties.

**Core Competencies**

* Highly developed ability to articulate a vision to lead and inspire others.
* Effective facilitation, communication, presentation, interpersonal and organizational skills.
* Technically competent, innovative, creative, and initiative focused.
* Possesses a high level of personal integrity and ethics.
* Deals effectively with government officials, employers, clients, and the public.
* Stays calm under pressure and is flexible under dynamic conditions.
* Works in a self-directed manner, within a team environment.
* Possesses solid negotiating, problem-solving and analytical skills.

**Key Qualifications**

* Degree/diploma in Adult/Youth Education, Social Services, Human Resources, or related field.
* Minimum of 2 year’s experience developing and facilitating employment counselling and/or employment development programs for different populations.
* Current, clear Police Check for the Vulnerable Sector (VSC) required.
* A comprehensive understanding of the issues facing vulnerable populations.
* Knowledge of the ESA, OHRC, OHSA and other relevant legislation.
* Computer literacy and proficiency with Microsoft Office Suite, search engines, and social media.
* Valid Ontario Driver’s License, maintenance of a good driving record and appropriate insurance.
* Current CPR and First Aid Certification is an asset.

**Working Conditions**

* Work Shift: [insert standard Days and Times]
* Overtime may be required.
* Office Setting: [onsite/remote/hybrid]
* Travel may be required.
* Sitting, standing, and walking, sometimes for long periods.
* Occasional climbing, bending, lifting, pushing/pulling.
* Repetitive typing and exposure to a computer or laptop monitor, sometimes for long periods.
* Exposure to indoor and outdoor elements including, but not limited to, artificial light, natural light, sun exposure, recirculated air, natural air, wind, rain, snow, heat, cold, noise, vibration, etc.
* COVID-19 Protocols: [insert company policy]