

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Employment Counsellor, Community Connections for Newcomer Employment	JOB #:	2020-0042
Status:	Maternity leave contract from September 7, 2020 to March 19, 2021	Hours:	35 hrs/week
Benefits and eligibility:	4% in lieu of vacation, HOOPP pension eligibility	Pay scale:	\$28.039 – \$32.987/hour
Application deadline:	Thursday, August 6, 2020 at 12:00pm		

PLEASE APPLY DIRECTLY ON OUR WEBSITE
www.pqchc.com

Job Summary

The Employment Counsellor is responsible for delivering mobile, community based employment services geared to the needs of job seekers with barriers to employment such as immigrants, newcomers and Internationally Trained Professionals. This position is responsible for working one-on-one with clients of the various employment services programs under Employment Services.

Job Specific Responsibilities

1. Direct Client Service

- Provides direct one-on-one support to job seekers in a client-centred manner.
- Manages client case loads.
- Performs employment and needs assessments for clients.
- Reduces barriers to access for the populations served by the program.
- In partnership with the client and/or relevant stakeholders, develops reviews and monitors employment service plans.
- Supports clients in their career exploration and job search.
- Assists clients to build support networks.
- Provides client intake.
- Establishes and maintains positive and supportive relationships with client.
- Provides information and resources to clients.
- Provides financial supports to clients in keeping with program guidelines.
- Problem solves difficulties and celebrates successes with clients as appropriate.
- Participates in regular chart reviews and case conferences.
- Performs client follow-up as per program guidelines.
- Maintains awareness of current issues and developments in the respective field.
- Liaises with clients and external resources and organizations.
- Establishes working relationships with relevant agencies/services that support client needs.
- Makes referrals to other staff and/or agencies pertaining to relevant client issues.
- Perform outreach to local communities to identify and engage newcomers.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- Provides connections to employment programming through community engagement and presentations/workshops.
- Travels to community locations to provide employment programming.

2. Administration

- Maintains electronic/paper client records and protects the confidentiality of the information.
- Participates in regular chart audits and reviews.
- Assists in maintaining the program database by entering data, generating reports, supporting analysis, and regular auditing of data integrity.
- Assists in compiling and maintaining program resources.
- Assists in preparation of program and promotional materials and other documents as assigned.
- Monitors client attendance and generates reports as required.

3. Human Resources

- Contributes to volunteer recruitment, screening, orientation and training.
- Provides support and assistance to volunteers and/or placement students.
- Covers-off volunteers/or placement student duties as required.

4. Teamwork and Collaboration

- Provides resources and support to program staff pertaining to specific client issues.
- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program.
- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of the relevant program.
- Maintains effective communication of information among internal and external stakeholders.
- Participates in staff development as appropriate to the position.

Qualifications

1. Education

- Bachelor Degree in Social Sciences or related field or equivalent combination of experience and education.

2. Professional Experience

- 3 to 5 year's experience in the following areas:
 - employment counseling in related field, particularly with immigrants, newcomers and Internationally Trained Professionals;
 - experience in employment related initiatives;
 - experience in community outreach; and
 - experience in workshop delivery and group facilitation.

3. Key Competencies

- Knowledge of issues, trends and legislation in the employment field and the labour market.
- Certified in, or have demonstrated knowledge of common assessment tools.
- An understanding of the factors affecting employability, in particular for immigrant job and newcomer seekers and Internationally Trained Professionals.
- Knowledge of adult learning principles.
- Knowledge of community and social service resources, in particular services for job seekers.

4. Linguistic Profile (for Centres with French Language Service Designations)

- Under the Centre's designation to provide French Language Services.
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - English (oral expression): A+ (required)
 - English (oral comprehension): A+ (required)
 - English (reading comprehension): A+ (required)
- Other languages an asset.

5. Personal Suitability/Other Requirements

- Flexible hours as required including occasional evenings.
- Valid driver's license and access to a vehicle an asset.
- Communication skills, both oral and written, for a variety of audiences.