



POLYCULTURAL

IMMIGRANT & COMMUNITY SERVICES

Job Posting

Position Title: Employment Counsellor Assistant (Contract)-2 available positions

Terms: Student Summer Job; 35 hours/week for summer only

Duration: May 29, 2017 - August 18, 2017

Hourly rate: \$11.40/hr.

Job Region: Toronto (Etobicoke)

Organization Structure: Reports to the Program Manager

Scope: Assist with preparing and facilitating employment related/life skills, job readiness and job retention workshops. Participate in organizing job fairs and events. Conduct outreach and program promotion.

Responsibilities;

- Deliver employment counselling including assessment of previous skills, experience and education, goals setting, action plan preparation
- Provide information and referral to internal and external programs
- Organize and facilitate group orientation/information sessions and workshops on employment related topics
- Identify potential employer job requirements and labour market opportunities in the local community. Maintain and expand client's base through outreach, community penetration and itinerate functions, which includes off-site visits
- Maintain strong working relations with agency programs and partner agencies
- Maintain the accurate records of clients assisted and services provided
- Effectively track and provide accurate reporting for supervisor
- Organize employment related materials and tools for easy access and update it regularly
- Other duties as assigned

Competencies

- **Adaptability** - Changes behavioral style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives
- **Communications** - Using a variety of communication styles and strategies to foster open communication, the exchange of information and discussion on an ongoing basis
- **Planning & Organizing/ Time Management** - Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities, goals, and timetables to achieve maximum productivity
- **Service** - Demonstrates strong commitment to meeting the needs of co-workers, managers, clients, or community members, striving to ensure their full satisfaction



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Qualifications

- Applicants must be between the ages of 15 and 30 years of age (inclusive) at the start of employment
- Student during the preceding academic year, returning to school on a full-time basis in September 2017 (Note: Proof will be required)
- Eligible applicants must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work in Canada
- Successful screening through a Police Criminal Records Check
- Excellent understanding of Canadian labour market, employment assessment, job search techniques and process
- Demonstrated employment counselling skills
- Experience in outreach, community development and marketing of program and services
- Excellent interpersonal, cross cultural, verbal and written communication
- Ability to work independently with minimal supervision
- Punctual and responsible
- Highly motivated, personable & well organized
- Demonstrated ability to work independently and as a team member

Please forward your application on or before **Monday May 8, 2017** to the Hiring Committee with cover letter explaining your interest in this position as an attachment in MS Word in one document with the **file name: Last name first name position applying for** to:

Polycultural Immigrant & Community Services

17 Four Seasons Place, Suite 102

Toronto, Ontario

M9B 6E6

Email: **resumes@polycultural.org**

Polycultural reserves the right to post internally and externally.

In support of persons with disabilities, Polycultural asks that job applicants with disabilities who require accommodation in the recruitment and selection process, to please advise Human Resources, if contacted for an interview/testing, so that suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards). If you require assistance in sending your resume due to a disability, please contact Human Resources directly.

We thank everyone for their interest in Polycultural; however only those selected for an interview will be contacted. Polycultural Immigrant & Community Services hires on the basis of merit and is committed to employment equity.

No Phone calls please