



At Port Cares it is our mission to help those in our community with social and economic needs improve their quality of life. We strive to inspire and provide help, hope and opportunity for all in our community to achieve their potential. To support our continued growth we currently have an immediate opening for the following position(s):

## **Employment Services Coordinator-Youth Programs**

### **JOB SUMMARY**

Reporting to the Employment Services Manager this full-time, contract position will be responsible for the overall delivery of the Youth Job Connection, Summer and Youth Job Link programming within the Employment Ontario framework.

### **JOB DESCRIPTION**

- Perform participant intake and assessment, develop service plans, explore career options, skills, training, etc.
- Make appropriate referrals out for training, other counselling, administer client supports, etc.
- Assist with job search tools such as resumes, cover letters, interview preparation, applications, etc.
- Arrange and deliver pre-employment workshops for youth in individual and group settings
- Develop job opportunities and build employer relationships and monitor youth work placement through site visits, etc.
- Collaborate with High schools, community agencies and service providers to promote program awareness and participation
- Monitor and update social media (F/B, Twitter, etc.)
- Maintain participant/employer files including database entry, case noting and other case management

### **SKILLS AND ABILITIES REQUIRED**

- Completion of a Degree or Diploma in Social Sciences or in a related discipline
- 3-5 years direct experience in job search strategies and career counselling and supporting marginalized populations and youth facing significant challenges
- Demonstrated excellence in case management: managing a complex and demanding case load with measurable outcomes attached
- Resourceful, empathetic with a desire to help others achieve their employment goals
- Demonstrated experience in developing and facilitating workshops
- Outstanding attention to accuracy and detail relating to case noting/file management/documentation
- Highly effective interpersonal skills together with strong oral, written communication and presentation skills
- Computer proficiency of MS Office software including Word, Excel, Power Point as well as internet research and email.
- Good working knowledge of community resources and supports
- Working knowledge of the Employment Services Guidelines, CATS, CAMS and EOIS an asset

Please email resume and cover letter to [Hr@portcares.ca](mailto:Hr@portcares.ca) or fax to 905-835-6600 by February 5, 2018

*To be considered for employment, a satisfactory Police Criminal Record / Vulnerable Sector Search is required.*

*Accessibility accommodations are available for the recruitment process upon request.*

*If contacted, please advise us if you require any accommodation.*

*Port Cares is an equal opportunity employer.*

*We thank all applicants but only those considered will be contacted*