

Job Title: Summer Job Coach (2) – (Non Bargaining Unit Position)
Supervisor: Manager, Programs and Services

JobStart, is a nonprofit agency serving the GTA since 1980, providing a range of employment and training services to job seekers including adults, newcomers to Canada, persons with disabilities, youth and students at three locations in Toronto. We also provide a range of recruitment services for employers. JobStart's mission is to provide dynamic career services to achieve employment success.

Responsibilities: The successful candidate will demonstrate excellent interpersonal and teamwork skills and will provide superior customer service, highly developed problem solving and organization skills to meet deadlines and take initiative to be able to multi task and prioritize workload to fulfill the following responsibilities:

- Providing group and individual coaching, and direct support and assistance to students such as resume writing, interview techniques etc. to help students find summer employment
- Developing, implementing and monitoring realistic plans of action with each client
- Proactively outreach to existing and new employers to identify opportunities in the competitive job market to build/grow relationships to meet the employment needs of our clients and contract requirements
- Performing outreach activities to and liaise with schools and community referral sources to stimulate client referrals
- Planning and participating in job fairs, special events and community presentations
- Achieving job placement targets by placing clients in jobs that are appropriate to the employment goal
- Monitoring placements through regular contact with employers and clients by conducting appropriate follow up phone calls and documenting contact according to contractual agreement and service agreements;
- Scheduling, preparing for and facilitating job search workshops and community presentations according to the goals of the program utilizing a variety of multimedia tools.
- Maintaining client and employer files according to the established Employment Ontario and management information systems and procedures, including archiving of files, while adhering to privacy and confidentiality requirements.
- Updating and maintaining information/records on management information systems and compiling monthly reports

Qualifications:

- Currently working on degree / diploma in Employment/Career Counselling or post secondary education in social service / human services field & planning on returning to school in September.
- Experience in employment counselling and previous experience working with youth an asset
- Knowledge of current labour market, employer expectations, employment legislation ie Employment Standards, Occupation Health & Safety etc. Crisis Intervention and First Aid Certifications (an asset)
- Experience facilitating workshops; specifically employment related topics
- Strong skills utilizing all Microsoft Office Applications
- Good decision making, judgment and problem solving skills to know and understands when escalation of complex issues needs to be escalated to Management
- Excellent listening, communication and customer service skills with attention to detail and good judgment
- Demonstrated ability to work within a team environment with limited supervision, well organized, team player
- Demonstrated sales and marketing ability
- Ability to learn quickly, adaptable, flexible, resourceful with the ability to set and meet deadlines and targets
- Valid driver's license and unlimited access to a vehicle is required.

Hours of Work: 35 hours per week (early morning, evening hours and weekends are periodically required)
Duration: April 30th, 2012 – August 31st, 2012 (Pending Funding Approval)
Salary: \$13.00 per hour
Closing Date: April 13th, 2012
Send Letter of Interest and Resume to: **Tracy Houston, Manager Programs & Services**
2930 Lakeshore Blvd. West, Etobicoke, Ontario M8V 1J4
Fax 416-253-2727 - No emails

JobStart strives to represent the diversity of the community in our hiring practices. The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Only those who meet the qualifications above will be considered for this position and invited to an interview.