

Employment Opportunity

PREP Employment Outreach Counsellor -Work from home- 37.5 hr/week (until March 31,2021 with possibility of extension)

DMSMCA is a non-profit community renewal organization. We work with residents and stakeholders towards the social, cultural, economic and environmentally sustainable renewal and revitalization of the Daniel McIntyre / St. Matthews neighbourhoods. We offer our programming and training through a harm reduction lens.

The PREP Employment Program assists unemployed and under employed people in accessing job related training and skills and connecting them to employment.

The Employment Outreach Counsellor will intake clients, provide assessments, follow-ups, and help with employment programming (50%). They will also lead our job connecting program, build relationships with potential employers and assist participants in applying for jobs (50%).

Responsibilities:

- Intake and register new participants for workshops, training programs and other employment services
- Answer inquiries, provide program information, conduct employment assessments
- Assess goals and level of employment or education readiness
- Connect participants with appropriate resources and referrals as needed
- Provide career and employment counselling; help participants develop an action plan to reach their employment goals
- Collaborate, assist and work along side other employment counsellors
- Assist with preparation and/or delivery of online training programs and workshops
- Assist participants with resume and cover letter development, job search, job applications and interview preparation
- Develop and implement a job placement program by connecting with employers to promote PREP Employment Readiness Program; negotiate work experience, training opportunities and direct job placement
- Connect participants with job leads and employers through the job placement program
- Promote using multiple outlets; networking, social media platforms, posters, and presentations
- Maintain accurate records, statistical data and program reports

- Maintain program registration lists
- Conduct client follow-ups
- Submit monthly progress reports
- Ensure a safe and friendly environment implementing the DMSMCA respect policy

Qualifications and Experience:

- Ability to work remotely and in-person as needed
- Case management skills
- Coaching, advising and mentoring experience
- Demonstrated networking skills
- Knowledge of resume and cover letter formats
- Ability to review, edit and write professional, impactful resumes and cover letters
- Strong computer skills; proficient in Microsoft applications
- Excellent problem-solving skills and communication skills, both written and oral
- Strong organization and prioritization skills; follows instructions well
- Knowledge and experience in Community Development
- Understanding of barriers to employment
- Understanding of indigenous, newcomer, immigrant and refugee experiences
- Knowledge of community resources providing services to low-income and multi-barrier clients
- Knowledge of job searching techniques and local labour market trends
- Pro-active leader, positive attitude, enjoys taking initiative, works well independently as well as in a team
- Experience working with marginalized people using a harm reduction approach
- Satisfactory Criminal record and Child/Adult Registry Check

Skills in the following areas are essential to the position:

- Public speaking skills
- Collaboration, teamwork and networking skills
- Self directed
- Understanding and appreciation of inner-city communities
- Outreach to diverse populations
- De-escalation skills
- Understanding of computers
- Knowledge of the Daniel McIntyre St. Matthews Community. Preference given to DM/SM and inner-city residents)

Wage and Hours of Work:

\$18 at 37.5 hr/week

Some evening and weekend hours may be required

Start Date: December 2020.

Contract until March 31, 2021, with strong possibility of extension

DMSMCA is an equity employer; members with of a visible minority, Indigenous peoples, newcomers to Canada and/or people who live in the inner-city are encouraged to self identify in their cover letter.

Please submit resume and cover letter ASAP

Applications will be reviewed as received.

Deadline for applications December 4, 2020

Email: jeff@dmsmca.ca

Thank you to all those who apply, only those selected for an interview will be contacted.