



## **JOB POSTING**

### **Employment Counsellor 35 hours per week**

#### **Summary**

Caribbean African Canadian Social Services (CAFCAN) provides client-centered social services that promote the overall well being of the Caribbean African and Diasporic communities in the Greater Toronto Area. CAFCAN is situated in one of Toronto's most diverse and high needs communities and provides a wide range of programs, services and activities to Black children, youth, families and seniors. CAFCAN is currently accepting applications for Employment Counsellor for Employment Services.

CAFCAN Employment Services is funded by the Ministry of Labour Immigration Trades and Skills Development (MLITSD) and provides a range of employment services (information and referral, one-on-one employment counselling, employment workshops, job development/placement services) to unemployed individuals of all ages, financial backgrounds and skills to help them gain employment within their field or a related field. The successful candidate will be driven and have an outcome-focused case management style along with a friendly, approachable demeanor.

#### **Key Responsibilities:**

- Provide individual employment counselling and facilitate employment workshops in the office, in the community and online
- Assess client needs and develop service plans that demonstrate the coordination of appropriate interventions that support employment goals
- Interview and assess clients for the appropriateness of available Employment Services programs
- Demonstrate outcome-focused case management ability; applying knowledge of current local labour market trends, and community services and resources
- Promote Employment Ontario Services, including identifying and supporting opportunities for itinerant services with community partnerships
- Maintain complete client case files in compliance with the Employment Ontario model requirements; monitor clients' progress with ongoing follow-up
- Coordinate provision of services with the Job Development team, including advocating for client's successful placement and job retention
- Provide clients with information and referral services both internally and externally, and assign financial employment supports

- Assess, discuss and administer Good Jobs Ontario applications involving a review of eligibility, financial feasibility, etc.
- Inform participants regarding the Internet, social media and other tools for further career training and job search success
- Flexible hours / evenings / weekends may be required for this position.

**Requirements:**

- Post-secondary degree/diploma in career counselling with placement experience, or a related degree with 3-5 years of counselling experience.
- International degrees must be evaluated for Canadian equivalency.
- Minimum 2-3 years of employment counselling experience
- Effective verbal and written communication skills
- Strong problem-solving skills
- Effective organization and time management skills
- Strong interpersonal skills; the ability to work with a wide range of personality types; sensitivity to diversity
- Good computer skills including the ability to learn systems used by the agency and Employment Ontario
- The ideal candidate will also have knowledge about Employment Ontario and
- Certification from a Career & Work Counsellor program

**APPLICATION CLOSING DATE: As soon as a suitable candidate is selected.**

CAFCAN Social Services is an equal opportunity employer.

Please forward your resume quoting position title to:

***Employment Counsellor Hiring Team***

**Email: [jobs@cafcan.org](mailto:jobs@cafcan.org)**

***We thank all applicants, however only short-listed candidates will be contacted.***