

EMPLOYMENT CONSULTANT

Department:	Employment Services	Competition #:	22-SS-04
Campus:	SCC Employment Centre – Wallaceburg	Classification:	Support Staff
Posting Type:	Internal/External	Payband:	J
Status:	Appendix D to March 31, 2023	Hourly Rate:	\$37.90 to \$43.94
Position Specific:	Yes	Hours Per Week:	35 Hrs./Wk. (8:30 am to 4:30 pm with occasional Saturdays and non-statutory holidays)
Clerical Testing:	No		
Start Date:	ASAP	Closing Date:	Monday, January 24 th , 2022 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY:

Reporting to the Associate Vice President, Employment and Training Services, the incumbent must act in a manner consistent with the professional standards of employment consulting, confidentiality, ethics and prescribed accountability systems/processes of the Ministry and the College. The incumbent is responsible for providing a blend of employment services as funded by Employment Ontario with a focus on Employment Services (ES) and Canada Ontario Job Grant (COJG). The incumbent will assess and identify client barriers to employment, perform job development duties to identify and create employment opportunities for clients, conducts employer eligibility assessments, places and matches clients to identified opportunities, negotiates employment contracts with employers, writes training plans, performs follow-up monitors, case conferences and liaises with other agencies as required. Markets program services to individuals in the community via one-on-one interaction and/or through public displays.

CORE DUTIES & RESPONSIBILITIES:

- Provides a blend of employment services as funded by Employment Ontario with a focus on ES and COJG. 40%

- Assesses and identifies client barriers to employment, performs job development duties to identify and create employment opportunities for clients. Monitors placements, conducts evaluations of placements, develops and monitors training plan for placements, troubleshoots concerns of client and employer, conducts follow-up and provides support after termination or end of contracts. Conducts cold calls to employers to identify new opportunities, advocates on behalf of clients with respect to employment issues where appropriate. Advises employers on related issues such as insurance, WSIB requirements, and other program/Centre related policies or procedures. Conducts required follow-up to determine status of clients after program exit and determines possible further service requirements 40%

- Markets services and program components of the Centre and the college to potential clients, employers, community agencies and other employment resources/programs. Assists in public displays or presentations highlighting/marketing centre and its services or promoting strategic initiatives on behalf of centre or funding agencies. 17%

- Participates as part of staff team, assists in planning and evaluation activities, staff meeting and development activities, and other duties as assigned. 3%

MINIMUM QUALIFICATIONS (SKILLS REQUIRED):

EDUCATION

The ideal candidate will have a three (3) year diploma/degree, or equivalent in a Human Services or Social Sciences.

EXPERIENCE

Must have a minimum of two (2) years' experience in youth/adult employment or job development. Duties require advanced skill interviewing and counselling, communications (orally and written), and problem solving.

ANALYSIS & PROBLEM SOLVING

- Management of Client case load.
- Simultaneously meeting client needs, the ever-evolving program delivery goals established by the Ministry and College requirements.
- Client identifies and/or presents multiple issues, some of a critical nature (e.g., mental health concerns).

PLANNING/COORDINATING

- The incumbent is responsible for the advanced and ongoing preparation of comprehensive service data for regular reporting periods.
- Job Development duties.
- Manage multiple demands of case management activities.
- Service coordination activities in education, training, and other services.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.