

## INTERNAL/EXTERNAL

<b>Job Title:</b>	Case Worker, Employment Specialist
<b>Type:</b>	Full-Time, 5-month Contract (to September, 2019) with the possibility of Extension, Bargaining Unit
<b>Number of positions posted:</b>	1
<b>Rate:</b>	\$25.36 per hour
<b>Hours:</b>	37.5 hours per week, Monday – Friday
<b>Supervisor:</b>	Manager, Employment and Training Services
<b>Posting Date:</b>	April 5, 2019
<b>Application Deadline:</b>	April 15, 2019
<b>Location:</b>	Employment and Training Services, 59 Adelaide Street East, 4 <sup>th</sup> Floor, Toronto

*Fred Victor is a non-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for close to 120 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation, to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org).*

*Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.*

### Responsibilities

- Provides frontline job search support and information resources to adults experiencing mental health, addictions, homelessness, low-income and marginalization
- Provides individual support and feedback in resume and cover letter writing, interview preparation, second career, career assessments and job search coaching
- Facilitates and develops career development, employment and life skills workshops
- Conducts intake, needs assessment based on common assessment model; ensures documentation is completed and follows HIPPA privacy standards
- Develops detailed return-to-work action plans reflecting clients' personal needs and professional goals
- Writes reports, evaluations and tracks monthly statistics; completes timesheets in an efficient manner
- Inputs client information, case notes and action plans using shared databases and spreadsheets
- Maintains orderly work space and complete case files, adhering to privacy standards

- Attends and contributes to monthly team meetings and committees as assigned
- Participates in regular planning activities to support the development of department and organizational objectives
- Ensures that programming and services reflect the needs of the FV community and larger community interests
- Collaborates with team to achieve and obtain yearly individual and program targets. (i.e., Employment Ontario Targets (90% program target served)
- Assists with the development, implementation and evaluation of outreach strategies to build partnerships with key stakeholders, including community members, other FV programs, employers, and educational institutions
- Promotes and markets candidates to employers and social service community agencies; completes required referrals and contracts as needed

### Requirements/Qualifications

- **Education:** Graduate of a recognized post-secondary institution in a related field (preference is given to graduates of a Career Development, Social Services program and/or Human Resources)
- **Experience:** Recommend a minimum of 3 years' experience working in the field of career development and/or demonstrated sectoral knowledge
- **Sectoral Knowledge:** knowledge of hiring practices, employer relations, Canada Labour Code, Employment Standards Act, adult training, employment resources, job search strategies, labour market trends and community supports. Strong resume and cover letter writing skills
- **Facilitation:** Demonstrated experience and ability to facilitate workshops. Preference given to candidates with experience facilitating employment and life skills related workshops
- **Computer Skills:** Demonstrated aptitude for learning and using technology (i.e., MS Word, Excel, PowerPoint, Outlook, OneNote). Prior experience using EOIS-CaMS database is an asset
- **Clients Served:** You must be able to deal effectively with multi-barrier clients experiencing challenges related to mental health, addictions, housing, low income, and homelessness
- **Core Skills:** Self-motivated, strong organizational skills, demonstrate initiative, team work, customer service and conflict resolution experience and an ability to maintain supportive relationships with clients and team while working under pressure
- **Conflict Resolution:** When appropriate and needed, intervene and mediate in crises and conflicts of volunteers and community members. Work cooperatively and professionally with all staff, volunteers and student placements



- **Communication:** Excellent interpersonal, verbal, and written skills. Strong ability to work as part of a team. Ability to communicate in another language an asset.
- **Flexibility:** Willingness to learn and support team as needed; perform other duties as assigned.

**To Apply:**

Submit cover letter and resume no later than April 15<sup>th</sup>, 2019  
to Lydia Stouten at [ets@fredvictor.org](mailto:ets@fredvictor.org).

NO PHONE CALLS OR FAXES.

**A Police Records Check is required by the final candidate(s) prior to hiring**

*We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.*

*Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality*