

INTERNAL/EXTERNAL

Position:	Case Worker, Employment Specialist
Type:	Permanent, Full-Time, Bargaining Unit
Number of positions posted:	1
Rate:	\$25.74 per hour
Number of Hours:	37.5 hours per week, Monday to Friday (Flexibility required: some evenings and weekends)
Supervisor:	Training and Development Manager
Posting Date:	April 27, 2021
Application Deadline:	May 05, 2021
Location:	145 Front Street East, Toronto ON

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with individuals 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. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Job Summary:

The Employment Specialist is responsible for providing front line job search information, resources, and services to persons experiencing barriers to employment through high quality, structured access to communication tools, workshops and individual assistance. The Employment Specialist assists people with their career development through supporting them with conducting an active job search, career assessments and referrals to community programs and resources.

The Employment Specialist will help to ensure services are in place to meet the needs of community members, and will help to identify trends and gaps in service needs, and represent Fred Victor Employment and Training Services (ETS) on internal and external committees. The Employment Specialist assists with marketing and outreach activities and will act in a cooperative manner as part of the Employment and Training Services team.

Responsibilities:

- Provides front line job search support and information resources to adults experiencing mental health, addictions, homelessness, low-income and marginalization
- Provide 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 client's personal needs and professional goals
- Writes and completes reports, evaluations and tracks monthly statistics; completes timesheets in an efficient manner
- Input client information, case notes and action plans using shared databases and spreadsheets

- Maintains orderly and complete case files and work space, adhering to privacy standards
- Attends and contributes to monthly team meetings and committees
- 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
- Collaborate with team to achieve and obtain yearly individual and program targets.
- 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
- Promote and market candidates to employers and social service community agencies; complete required referrals and contracts
- Additional duties as required

Requirements / Qualifications:

- 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 Mental Health/Addictions program)
- 3 years' experience working in the field of career development and/or demonstrated knowledge, skills and experiences related to job searching
- Demonstrated experience and ability facilitating workshops or presenting to groups
- Experience with EOIS-CaMS, POES and/or Pirouette/Roxy databases would be a definite asset
- Proficiency in all Microsoft Office products is required - i.e. Outlook, Word, Excel, Publisher, PowerPoint, etc.
- Knowledge of Ontario Works and issues faced by individuals on Social Assistance
- Demonstrate self-motivation and initiative
- Ability to maintain supportive relationships with clients and team members while working under pressure
- Skilled in providing individual counselling and group support
- Strong resume and cover letter writing skills
- Knowledge of hiring practices, employer relations, Canada Labour Code, Employment Standards Act, adult training resources and labour market trends

Working Conditions:

The Employment Specialist will be responsible for interacting with participants, community members, staff, external stakeholders, and management. The work involves regular stress and handling multiple demands effectively.

The Employment Specialist works indoors in a large office space, which is wheelchair accessible and may attend external meetings at other FVC sites and other agencies. The job primarily involves facilitation, sitting at a computer and interacting with other staff, volunteers, and community members.

Application:

Please submit a resume and cover letter detailing how you meet the job requirements by e-mail no later than:

Wednesday May 05, 2021 (11:59pm) to:

Heather Burke, Training and Development Manager | Employment and Training Services: ets@fredvictor.org

Applicants should quote the job title in the subject line.

NO PHONE CALLS OR FAXES PLEASE.

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.

The successful candidate will be required to provide a current police reference check prior to being hired.

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.