

## **INTERNAL/EXTERNAL**

**Job Title:** Case Worker, Employment Specialist

**Position Type:** Full-Time, Bargaining Unit, Contract (ending February 2nd, 2023)

**Number of Positions:** 1

**Rate:** \$26.52 per hour

**Hours:** 37.5 hours per week, Monday to Friday (Flexibility required: some evenings and weekends)

**Supervisor:** Training and Development Manager

**Posting Date:** August 2nd, 2022

**Application Deadline:** August 16th, 2022

**Location:** 145 Front Street East, Toronto ON

### **Why Fred Victor?**

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

Fred Victor Employment & Training Services provides 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.

### **Does this sound like work you want to be a part of?**

We offer a (high-energy/learning/caring/supportive/collaborative) environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us. Many members of the management team started in relief and front-line roles.

### **What You Will Do (Position Summary)**

- 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

**What You Bring to the Team (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

**What Sets You Apart**

- 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
- Ability to work from a trauma informed and client centered approach

**Compensation and Benefits**

- For the Case Worker, Employment Specialist Fred Victor offers an hourly rate of \$26.52 per hour
- Access to employee and family assistance plan

**How You Can Apply**

Send your resume and an email describing why you want to be part of the Fred Victor Team by Tuesday August 16, 2022 to Jude Hammond, Training & Development Manager – [ets@fredvictor.org](mailto:ets@fredvictor.org) with Case Worker, Employment Specialist in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

**Accessibility & Accommodation**

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.