

Job Coach/Job Developer – 1 year contract

The Halton Multicultural Council (HMC Connections) helps newcomers settle and integrate into a welcoming and inclusive community.

There are 2 parts to this important job, work directly with newcomers who are struggling to learn English (CB 4 or less) and find employers that can accommodate them and help them to learn English while they work. To be successful in this job you will have to demonstrate:

- An ability to develop relationships both with clients and potential employers to network on their behalf;
- Great communication, interpersonal and computer skills;
- Results orientation, good problem solver and client focus; and
- A natural ability to network and use your relationships to support the client.

Posting open until the position is filled – interviews will be ongoing please apply early for your best chance. Job rate: \$32.11 plus benefits based on a 35 hour week. This position is contract and will end on March 26, 2026.

Please send your resume and cover letter to hr2@hmconnections.com with Job Coach in the subject line. No phone calls please.

Duties and Responsibilities

- Develop a plan with the client on what they want to achieve over the first 3 month term with timelines and benchmarks. To be in the program clients must agree that improving their English is their goal.
- Assist the client with all portions of the employment process, including resume writing and interview preparation. Assist with short term and long term planning and address any barriers (i.e. child care).
- Build a network of people and employers willing and ready to help give people practical experience and practice in English.
- As needed, shadow clients in new job situations. Ensure they understand all the health and safety requirements to ensure their success in the new work place or placement.
- Support employers who need assistance in maintaining a client as an employee.
- Provide motivation and guidance to clients during the sometimes difficult process of learning English and or finding or maintaining employment
- Ensure client has appropriate and agreed supports to ensure they achieve their stated goals – examples might be mentoring, help with transportation, and time management coaching.
- Work closely with team members to help in the development of client's English language skills. Work with the Teacher to determine the best supports for the client's English acquisition.

Phone (905) 842-2486

Fax (905) 842-8807

www.hmconnections.com

One community for all

Head Office

380 Dundas St. E., Unit 11
Oakville, ON, L6H 6Z9

Milton

55 Ontario Street South
Milton, ON, L9T 2M3

Burlington

777 Guelph Line, Ste. 204
Burlington, ON L7R 3N2

Georgetown

360 Guelph Street, Unit 33
Georgetown, ON, L7G 4B5

One Community for All



- Develop workshops to increase the client's knowledge of owning their own micro-business, employment skills, health and safety in the workplace, etc.
- Manage client files, maintaining accurate records and reports regarding clients' histories and progress, services provided, and other required information
- Attend workshops, career development and continuing education opportunities to maintain an up-to-date working knowledge of issues that affect the position
- Respect and protect the rights of clients, including but not limited to their right to independence, autonomy, and self-determination; their right to choose and practice individual values, beliefs, religion, and culture; their right to privacy and dignity; and their right to live free from retaliation, discrimination, and abuse
- Other duties as may reasonably be assigned.

QUALIFICATIONS & EXPERIENCE

- College or University degree in related discipline and/or two years related work experience.
- Excellent communication and interpersonal skills.
- Demonstrated awareness of the issues facing newcomers accessing employment opportunities and a passion to serve and improve people's lives.
- Strong network of contacts in Halton Region.
- Fluent ability to speak and write in English.
- Fluency in Urdu, Hindi and or Punjabi is an asset.
- Must have access to a reliable car and a valid driver's license, as this position will be working throughout Halton.

Phone (905) 842-2486

Fax (905) 842-8807

www.hmconnections.com

One community for all

Head Office

380 Dundas St. E., Unit 11
Oakville, ON, L6H 6Z9

Milton

55 Ontario Street South
Milton, ON, L9T 2M3

Burlington

777 Guelph Line, Ste. 204
Burlington, ON L7R 3N2

Georgetown

360 Guelph Street, Unit 33
Georgetown, ON, L7G 4B5