



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position Title: Job Placement and Wage Subsidy Facilitator (Intercultural Pan-Canadian Green Buildings and Retrofits Training Project: Coast to Coast to Coast.)

Status: Full-time 35 hours/week, June 2025 – Indefinite

Reports to: Manager, Community Economic Development

Location: 945 Wellington St. W

About OCISO

OCISO supports immigrants on their journey to making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, building community through mutual respect and partnerships, and fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

Reporting to the Manager of the Community Employment Development Program, the Job Placement and Wage Subsidy Facilitator joins a multifaceted team that is making a difference in people's lives every day. Case Management involves assessing client needs, determining employment objectives and providing employment support and services to assist clients in achieving those objectives using a client-centred process. This position will be responsible for securing wage subsidy placements and job development with employers for eligible clients.

Main Responsibilities:

- Market the project to OCISO members and Clients, stakeholders, and other community resources in Ontario
- Develop action plans, determining employment objectives and community attachment services to assist clients in achieving those objectives using a client-centred process
- Assess and identify eligibility and suitability for program financial supports for job search and access to employment services; supports essential for job start; training-related supports; self-employment supports; and paid and unpaid work experience placement supports
- Support clients throughout the case management process with employment coaching & counselling until service objectives have been met - employment or community attachment
- Ensure that the client has undertaken labour market research about employment and career goals as needed by assisting the client in accessing and understanding relevant information
- Develop, revise, update, and document progress toward employment and employment readiness objectives and record completion of agreed to services, supports and other employment considerations, activities and tasks
- Liaise with agency partners, service providers, community agencies and employers as required during service provision

- Coordinate virtual information sessions to recruit potential applicants and engage employers and stakeholders
- Promote the project to employers and engage them to provide work experience opportunities and potential interviews for employment
- Document all progress, including job leads, job search activities, final negotiations, contact with employers, job duties, hours and rate of pay, equipment and tools required for safety

Qualifications:

- Post-secondary education and experience in a related field
- Effective interpersonal, organizational and cross-cultural communication.
- Background in adult education and learning principles an asset
- Experience facilitating groups and providing individual counselling
- Experience in language assessment is an asset
- Knowledge of immigration and labour market trends
- Proficiency in English is required. Proficiency in French and/or other languages is an asset
- Strong presentation, writing and organizational skills
- Sensitivity to, and understanding of, issues of concern to the immigrant community especially equity-deserving groups
- Proficiency with current computer applications

Salary & Benefits: \$51,196 - \$52,234 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: July 2, 2025 by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_JPWSF _letter or resume) before applying and send it to the HR Department at: recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.