



YONGE EGLINTON COMMUNITY CENTRE, 160 Eglinton Avenue East, Toronto, Ontario M4P 3B5  
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## Job Posting Newcomer Support Services Employment Counsellor

Yonge Eglinton Community Centre is a nonprofit, neighbourhood-based centre in the Yonge /Eglinton area that provides a wide range of programs and services to the community, including Newcomer Support Services.

Terms:	Full-Time, 2 Year Contract, Ending March 31, 2027
Hours:	40 Hours per week
Salary/Rate	CUPE Local 2998, Wage Grade 8, Step 1. Salary range \$25.74 - \$30.05
Reports To:	Manager, Newcomer Support Services
Location:	160 Eglinton Avenue East, Toronto, Ontario, M4P 3B5

### POSITION SUMMARY

We are seeking a dynamic and experienced **Employment Counsellor** to support the delivery of *Bridging the Gap: Pathways to Early Childhood Education Careers for Internationally Trained Professionals*. This role operates in a high-volume, fast-paced environment and requires exceptional organizational, interpersonal, and problem-solving skills.

The Employment Counsellor is responsible for designing and delivering program components that support internationally trained individuals in obtaining Early Childhood Educator (ECE) or Early Childhood Assistant (ECA) certification, meeting licensing requirements, and securing employment in the childcare sector. This includes both group facilitation and individual employment coaching.

A key focus of this role is the delivery of a 10-week occupation-specific and essential skills training program that emphasizes employment readiness, licensing requirements, and successful workforce integration. The Employment Counsellor will also engage employers and sector stakeholders to enhance employment outcomes.

### RESPONSIBILITIES

- Deliver one-on-one employment counselling and facilitate group workshops in person and virtually
- Conduct client assessments to determine eligibility for YECC Newcomer Services programs
- Develop individualized service plans and provide coordinated employment-related support
- Apply knowledge of labour market trends and community resources to assist clients in achieving employment goals
- Develop and facilitate childcare-specific pre-employment training, job readiness, and licensing workshops
- Conduct outreach and recruit eligible participants for the program
- Build and maintain partnerships with employers, sector stakeholders, and guest speakers
- Implement a marketing and outreach strategy to promote the program and secure job placements
- Support clients through job search, interview preparation, and job placement processes

- Conduct follow-ups with clients and employers to monitor job retention and satisfaction
- Track client progress and maintain accurate, up-to-date documentation in internal databases
- Support administrative functions related to client services and program reporting
- Assist in developing, facilitating, and coordinating program workshops and employer events
- Participate in team meetings and program evaluations to ensure continuous improvement

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or post-graduate certificate in Employment Counselling, Social Services, or a related field, with relevant practicum or 3–5 years of employment counselling experience
- Experience and knowledge of training programs and/or the Ontario Apprenticeship system
- Knowledge of Child Care and Children's Services is a strong asset
- Demonstrated experience working with internationally trained professionals
- Excellent facilitation skills and experience delivering both in-person and virtual workshops
- Strong communication skills, both written and verbal
- Proficiency with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- High degree of cultural competency and experience working with diverse populations
- Knowledge of local community and employment resources
- Strong organizational and problem-solving skills
- Ability to work independently and collaboratively in a team setting
- Valid Ontario Driver's License and access to a vehicle required
- Ability to work flexible hours, including evenings
- A clear Police Record Check/Vulnerable Sector Check is required (to be completed when offer is made).
- A second language is an asset.

**Please submit resume and cover letter no later than 4:00 p.m., Friday, June 27, 2025**

to: Yonge Eglinton Community Centre

Attention: Karine Vodopianova, Manager, Newcomer Support Services

160 Eglinton Ave. East

Toronto, ON M4P 3B5 Fax: 416 392 0514

E-mail: [kvodopianova@yongeeglintoncc.com](mailto:kvodopianova@yongeeglintoncc.com)

## NOTICE TO JOB APPLICANTS

*We thank all those who apply, but only applicants selected for an interview will be contacted. Visit [www.yongeeglinton.com](http://www.yongeeglinton.com). Yonge Eglinton Community Centre will provide equitable treatment and accommodation to ensure barrier-free employment. We encourage applications from all qualified individuals. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the City of Toronto's Accommodation Policy, a request for accommodation will be accepted as part of the YECC's hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/ other documentation to Yonge Eglinton Community Centre to support your request for accommodation.*