



## ACE Employment Coach

<b>Location</b>	Throughout the Niagara Region - Niagara Falls, St. Catharines and Thorold
<b>Pay</b>	\$40,500 – \$45,000
<b>Employment Type</b>	1- Full-time ACE (Accelerated Career Exploration) Coach working with Internationally Trained Professionals - Arabic Speaker 1- Full-time ACE (Accelerated Career Exploration) Coach – English Speaking, second language helpful not required
<b>Placement Date</b>	Immediate

### NATURE & SCOPE

The ACE Coach is a member of the Employment and Immigrant Services team and will work collaboratively with team members, clients, and external partners to meet the established targets of their specific assigned program.

### Why Work for the YMCA?

As a charitable organization, the YMCA of Niagara aspires to be a great workplace, committed to diversity, equity, and inclusion, where different backgrounds, experiences, and identities are appreciated and celebrated. Guided by our shared values – caring, health, honesty, inclusiveness, respect, and responsibility - the YMCA provides our employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. We recognize the contributions of our staff through growth opportunities and great benefits, and the knowledge that their day-to-day actions have a positive impact on the health and wellbeing of the people of Niagara.

### RESPONSIBILITIES:

- Conducts and participates in client intake interviews
- Meets with clients to identify past work experience and education and create a Career Map as applicable
- Assists clients to identify, map out and take concrete steps towards certification, licensing, education or mentorship as identified as appropriate based on client's final occupational goal
- Conducts occupational research (nature of work, education/experience required, working conditions and outlook for careers)
- Discusses various job/ educational requirements with client such as Language Benchmarks, residency requirements etc.
- Facilitates group workshops or give presentations in the community
- Provides complex information to clients in a clear, concise manner; answers questions and provides information around occupational, educational, and financial assistance programs available to them

- Measures client and employer satisfaction rates through facilitating surveys
- Job search and Job Maintenance skills development
- Represents the YMCA at various internal and external meetings involving client case conferencing, professional development, community engagement and program improvement
- Completes required components in the relevant government management system and in other tracking methods as selected by the YMCA
- Maintains accurate records and statistics related to case management and outcomes achieved
- Participate in training and adhere to the YMCA Child Protection Policies and Procedures as established by the YMCA of Niagara
- Other duties as required

## **QUALIFICATIONS**

- University degree, college diploma or equivalent in Social Sciences, Adult Education or another related field
- Must be fluent in English and Arabic for the Arabic Speaker ACE Coach position
- Minimum 2 years' experience counselling and facilitating
- Candidates must be legally entitled to work in Canada
- Experience working with a diverse/ multicultural group of individuals
- Experience with and knowledge of community resources throughout the Niagara Region
- Excellent verbal and written communication skills
- Current Criminal Reference Check with VSS issued to the YMCA of Niagara
- Valid G driver's license and access to vehicle full time

## **COMPETENCIES:**

### **Results Oriented**

The ability to lead, manage and achieve identified goals

### **Diversity**

Appreciates that people with different opinions, backgrounds and characteristics bring a richness to the YMCA.

### **Planning and Organizing**

Establishes a clearly defined and effective course of action for self and others to accomplish short- and long-term goals

### **Relationship Building and Collaboration**

Builds positive interactions both internally and externally to achieve work related goals

### **Coaching and Development**

Commits to assisting participants, volunteers and self in continuous learning and development

### **Quality Focus**

Ensures that YMCA programs and services are superior

### **Communication**

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

### **Self-Management**

Achieves planned results through personal initiative within the Association's guidelines and policies

## **APPLICATION PROCESS**

Interested applicants are invited to submit a cover letter and resume by June 24, 2022 to [yjobs@niagara.ymca.ca](mailto:yjobs@niagara.ymca.ca). Please indicate position you are applying for in the subject line of your email.

*Internal applicants are encouraged to notify their supervisor before applying.*

*All applicants are thanked for their interest. Only those applicants being considered for an interview will be contacted by email. Please note that interviews may take place virtually due to COVID-19. In-person interviews will adhere to physical distancing guidelines.*

*Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.*

For more information on other opportunities at the YMCA of Niagara please visit: [ymcaofniagara.org](http://ymcaofniagara.org)

**We are growing! Keep you eye on our website for new postings!**