



Employer LINK Coach

Location	Main office location in St. Catharines Requires travel throughout the Niagara Region
Pay	\$40,500 - \$45,000 with YMCA Membership and Health Benefits
Employment Type	2 Full-Time positions - 40 hours/week
Placement Date	Immediate
Placement End date	2024 with the possibility of renewal

NATURE & SCOPE

The Employer LINK 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.

The Employer LINK Coach is to support employers with their recruitment, retention, and advancement of Internationally Trained Individuals, implementing EDI and cultural awareness training sessions. They will also provide one to one support to enable the knowledge exchange required for both employers and clients to leverage their skills and together create greater employment opportunities for newcomers in Niagara commiserate with their experience.

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 one to one sessions, in partnership with Employment Coach(s) to evaluate skills, barriers and career goals to complete appropriate Job Matches with local employers.
- Conducts one to one sessions with local employers to evaluate current hiring practices, job vacancies, and opportunities to increase applicants with International education and experience.

- Work with Niagara Workforce Planning Board to create baseline data to measure the program against
- Provide EDI and Cultural Awareness training to employers and their employees
- Connect employers, Internationally Trained Individuals and agencies providing employment services to advance newcomers in their careers
- Deliver workshops to Internationally Trained Individuals focused on employer job matching
- Support employers and their teams with on-boarding, orientation and advancement of new hires
- Measures client and employer satisfaction rates through facilitating surveys
- Job search and Job Maintenance skills development
- 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
- 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 Business Administration, Sociology, Human Sciences, Human Resources, Organizational Management
- Minimum 2 years' experience in talent recruitment and staffing development as asset
- Candidates must be legally entitled to work in Canada
- Solid understanding of Internationally Trained Individuals and 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. Please indicate position 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