



REXDALE WOMEN'S CENTRE

JOB POSTING

PRE-EMPLOYMENT AND SKILLS DEVELOPMENT FOR RACIALIZED IMMIGRANT WOMEN

TITLE:	Employment Counsellor
TIMEFRAME:	July 11, 2022, for 15 months
HOURS PER WEEK:	35 hours per week
REPORTS TO:	Program Co-ordinator and Program Director

SUMMARY OF POSITION

This project is a partnership, lead by Calgary Immigrant Women's Association and in collaboration with Regina Immigrant Women's Centre and Global Gathering Place.

The Employment Counsellor is responsible for assisting the Project Coordinator in executing key components of the project and delivery of customized training models designed to increase participants' employability. The training model will focus on 5 common essential skills/skills for success identified in various positions within the identified the National Occupation Code (NOC6).

DUTIES AND RESPONSIBILITIES

- Identify the foundational skills and knowledge required for the targeted occupation/industry
- Customize pre-employment skills development and training model based on unique needs of Toronto region
- Prepare session plans adhering to and enhancing the training model developed by the project team
- Deliver in class group training for participants
- Provide individual career counselling support to clients
- Assist clients individually in the development and implementation of career action plans and labour market analysis
- Conduct follow up with clients
- Track and report on clients' progress
- Ensure participants skills are strengthened in essential skills needed for job placement and/or retention
- Assist with project evaluation and outcome measurement tools
- Participate in project promotion, orientation, and client recruitment
- Submit monthly statistical and written reports
- Attend and participate in RWC and partnership events
- Other duties as assigned by the Program Director

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with RWC values
- Maintain a positive working relationship with all staff and volunteers of RWC
- Maintain a positive image and professional work habits and represent RWC in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Post-secondary education in the area of Communications Studies, Humanities, and/or Social Sciences

- Experienced in a similar role working with clients from varying populations (i.e. racialized populations, immigrant population)
- Experienced in pre-employment and essential skill development knowledge, such as: job search techniques to tap into the hidden job market; resume and cover letter development; and interviewing skills and techniques to prepare clients
- Innovative with the ability to take initiative
- Problem solving and critical thinking skills
- Intermediate skill level in Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Professional, driven, charismatic, reliable, and confident individual who thrives under pressure
- Second language is an asset

DEADLINE: June 29, 2022
Submit Resume to: jobs@rexdalewomen.org
925 Albion Road, Ste 309
Etobicoke, ON M9V 1A6

Only applicants who will be interviewed will be contacted

**Rexdale Women's Centre is an equal opportunity employer
and we encourage applications from BIPOC community members**

Rexdale Women's Centre subscribes to the Ontario Human Rights Act

Rexdale Women's Centre is a United Way Anchor Agency member