

Community Employment Specialist – Full time

East Scarborough Storefront is a unique consortium of partner agencies bringing a wide variety of services to the East Scarborough community. Storefront staff act as a bridge between community members, services and resources. As a member of the East Scarborough Storefront team, the Community Employment Specialist will be involved in all aspects of providing employment assistance to community members.

The Position:

The Community Employment Specialist will deliver one-on-one employment consultation as well as develop tools used to assist East Scarborough Storefront community members become effective job seekers. In addition to building and monitoring employment action plans, the Community Employment Specialist will also monitor job matching and placement including linking community members to training opportunities such as apprenticeships.

Responsibilities include:

- ✓ Work Directly with job seekers to help develop realistic and attainable employment goals
- ✓ Perform intakes, conduct employment assessments and establish employment action plans
- ✓ Identify barriers to employment and work with Storefront partners to remove barriers
- ✓ Assist clients with job readiness skills, job search strategies, resume & cover letter writing as well as interview preparation
- ✓ Collect labor market information including job openings, skill requirements and other occupational information
- ✓ Monitor employment action plans and agreements with clients & employers, including supporting job search, placement applications, and providing job retention services
- ✓ Maintain consistent follow up with clients during placements /apprenticeships
- ✓ Facilitate the delivery of employment workshops focused on addressing community needs
- ✓ Work with Storefront staff and partner agencies to make appropriate job placements
- ✓ Work with all stakeholders to gather evaluation information
- ✓ Use community based resources to provide additional supports to community members
- ✓ Keep records and statistic of services up to date
- ✓ Ensure that the facilities are kept in a safe and organized manner
- ✓ Flexibility to perform a wide variety of tasks and other duties as assigned

The Qualifications:

- ✓ A welcoming and respectful approach to working with people
- ✓ Minimum two years experience providing employment services for individuals from diverse backgrounds in a community setting
- ✓ Post secondary education or the equivalent combination of education and experience
- ✓ Ability to motivate people to try new approaches to job search
- ✓ Strong case management and organizational skills
- ✓ Knowledge of labor market information

- ✓ Ability to facilitate peer support groups
- ✓ Understanding of the benefits of community collaboration to enhance service delivery
- ✓ Knowledge of various employment services and case management systems
- ✓ Demonstrated commitment to strengthening the community through employment supports
- ✓ Strong communication skills and demonstrated ability to work as part of a team
- ✓ Experience utilizing a client-centered, anti-oppressive, harm reduction approach with community members that may have diverse needs
- ✓ The ability to maintain professional boundaries and set limits with community members
- ✓ Strong computer skills in Microsoft Office programs, the internet and online databases
- ✓ Ability to multitask and take initiative
- ✓ Flexibility to perform a wide variety of tasks

Full time Monday to Friday, schedule to be determined, some evening and weekend work required.

Please forward resumes in person or by mail, no later than: September 7th, 2010

East Scarborough Storefront attention: Sarah Rudge
4040 Lawrence Ave E
Scarborough, M1E 2R2

East Scarborough Storefront encourages applicants from all Human Rights protected groups. The Storefront Partners are committed to hiring staff members who reflect the diversity of East Scarborough.

No phone calls please. We regret that only those selected for an interview will be contacted.

Please note: all qualified candidates will be invited to a group screening interview on Monday, September 13th 2010, for those candidates selected for the 2nd stage interviews, individual interviews will be held on Thursday, September 23rd, 2010.