



Brampton Multicultural Community Centre

EMPLOYMENT FACILITATOR

Position Type: Short Term Contract - **Location:** Peel Region

Brampton Multicultural Community Centre (BMC) is a charity, established in 1987, that provides settlement and social services to newcomer, immigrant and the larger community in the Peel Region. Our mandate is to enable less advantaged individuals, families and groups in the community to achieve their potential, improve their life skills and build their futures. As an Employment Facilitator you will be working with adults and/or youth and will be responsible for workshop facilitation, delivery of curriculum, individual employment-related counselling and assessment; solution focused counselling, providing information and referral.

RESPONSIBILITIES

- Assess client's knowledge, skills and abilities to identify employability skills and develop a personalized service plan
- Create and develop workshop materials based on the program guidelines and adapt delivery methods to meet participant's needs
- Enroll program participants into life skills and job readiness training
- Plan, develop and deliver training sessions on different topics such as employment, job search skills, workplace health & safety etc.
- Facilitate workshops on Job Search Techniques including resume writing, interview techniques and other job search related activities, as per program guidelines
- Critique resumes/cover letters accurately and suggest current trends
- Assist clients to set employment goals in the short and long term.
- Provide support 1:1 or in group setting, maintain accurate records of clients assisted, type of services provided and follow-up
- Identify, outreach, orient and recruit appropriate program participants
- Maintain and update employer database and tracking system
- Work in conjunction with the Employment Development Specialist to plan and coordinate regular meetings with employers
- Remain current on Peel Labour Market trends and the most effective job search strategies, techniques and monitor the marketplace trends
- Enter all data on time and correctly to support program evaluation and outcomes
- Ensure proper and timely documentation of services including written case notes
- Prepare monthly, quarterly, yearly written report(s) or as required
- Any other related duties complementary to the job
- Reports to Executive Director or his/her designate

QUALIFICATION / SKILLS

- University Graduate or Diploma in Human Services profession and/or a Certificate in Career Development
- Minimum 2 years demonstrated work experience in career development and employment training. Prior experience working with youth is a definite asset

- Knowledge of labour market issues and trends as they relate to the geographic, demographic and economic aspects of Peel, Halton and GTA
- Knowledge of employment search techniques through Internet, career information, resume, interview techniques and labour market trends
- Excellent interpersonal, organizational, communication, presentation and facilitation skills
- Strong leadership skills to guide, motivate and inspire program participants to take action to successfully complete the program
- Sound team player, with the ability to collaborate and share ideas
- Flexible, self-motivated, able to work independently, and be able to maintain good relations with clients and co-workers
- Ability to work with diverse people and communities with awareness to socio-economic and cultural barriers
- Capability to handle multiple priorities with ease and professionalism; able to work in a fast-paced environment with minimal supervision
- Strong communication (oral and written), and computer skills (Word, Excel, PowerPoint, Outlook), Social Media (Facebook, Twitter, LinkedIn etc.) and Web based databases (ICARE / CTIMS)
- Adaptive to flexible working hours including evenings and weekends as needed
- Able to work in any office location within the Peel Region
- Police Record Check for Vulnerable Sector is required as part of the hiring process
- Must have own transposition, driver license and insurance to use your vehicle for job related travelling

**Please email your resume along with a cover letter referencing
BMC-JC-0140-Employment Facilitator by July 7, 2017 to:**

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@bmccentre.org

BMC is an equal opportunity employer that promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)