



Brampton Multicultural Community Centre

EMPLOYMENT COUNSELLOR

INTERNAL & EXTERNAL POSTING

Position Type: Full Time – **Working Hours:** 35 per week- **Location:** Multiple- 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 data on BMC database and ICare accurately and within timelines provided to support program evaluation and outcomes
- 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

QUALIFICATIONS/SKILLS

- University Graduate or Diploma in Training, Human Services profession and/or a Certificate in Career Development or similar
- 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
- 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 computer skills (MS Word, Excel, PowerPoint, and Office 365), Adobe software and web based databases (iCARE/CTIMS).
- Adaptive to flexible working hours including evenings and weekends as needed
- 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 submit your resume along with a cover letter in ONE document (PDF, or Word) referencing:

BMC-JC-0215- Employment Counsellor by August 26th, 2022 to:

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

BMC is an equal opportunity employer, which 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)