



Brampton Multicultural Community Centre

EMPLOYMENT SPECIALIST

INTERNAL & EXTERNAL POSTING

Position Type: Full Time Contract | **Location:** Peel Region | **Hours:** 35 per week

Brampton Multicultural Community Centre (BMC) is a charity, established in 1987, which 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. The Employment Specialist (ES) will be working as a member of our Employment Ontario (EO) Team and with other stakeholders to support the community's employment needs within the Region of Peel. The ES will act as a case manager maintaining a caseload of clients, which will include individuals facing multiple barriers to employment, newcomers, at risk youth, people with disabilities, Indigenous people and those supported through OW and ODSP. This individual will be conducting intake, assessment, referral, employment training supports, counselling and other related employment services for our clients while working in collaboration with community partner agencies to help the clients achieve their employment goal.

RESPONSIBILITIES

- Provide clients with information on the Employment Ontario (EO) program as well as all relevant resources and services available in the community
- Conduct individual employment assessments and career testing, provide one on one counseling support and develop client service delivery plans
- Facilitate pre-employment workshops that will prepare clients to market themselves to employers and to find and maintain employment
- Deliver sessions on orientation to the workplace, rules and expectations of employers, rights and responsibilities of employers and employees, Canadian workplace culture, etc.
- Update and enhance curriculum to match requirements of the program
- Provide coaching, support, and mentorship for clients in the initial stages of employment and maintain relations with employers
- Identify, outreach, orient, recruit, and support program participants in a virtual and a physical setting
- Advocate on behalf of clients whenever necessary, including support in areas of employment, skills training, social assistance and equitable access to services
- Coordinate and conduct marketing and outreach activities to community agencies, organizations and employers
- Utilize the EOIS system and BMC internal system for tracking clients, conducting follow up and recording activities
- Maintain Case Notes and documentation of client engagement, progress of completion of action items from individualized Employment Service Plans and documentation of client progress and results
- Attend staff meetings and training sessions as required
- Represent BMC at networking and partnership meetings
- 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 3 years demonstrated work experience in career development and employment training. Prior experience with Employment Ontario (EO) is an 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
- Skills and experience in conducting research and needs assessment, ability to develop workshops, provide / facilitate training
- Knowledge of community and government services, programs, resources, and outreach practices
- Demonstrated experience in case and file management
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
- Ability to work with diverse groups of participants and establish rapport successfully
- Effective report writing ability and conduct program evaluation
- Excellent English verbal and written communication skills, excellent presentation and facilitation skills
- Strong computer skills (Word, Excel, PowerPoint, Outlook), Social Media (Facebook, Twitter, LinkedIn, etc.), Adobe software, and Web based databases (CAMS/EOIS/CTIMS)
- Fluent in English and ability to speak a second language is a definite asset
- Flexible to work evenings or weekends, if and when required
- Police check is required at your own expense
- Must own vehicle and a valid driver license, and liability insurance that covers your vehicle to be used for job related travelling as and when needed

Please submit your resume along with a cover letter in ONE document (PDF, Word or Rich Text Format) referencing

BMC-JC-0217- Employment Specialist by October 21st, 2022 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)