

Employment Connections Advisor

Reporting to the Newcomer Welcome Centre Program Manager, the Employment Connections Advisor (ECA) will be an invaluable resource towards newcomer settlement and adaptation in the Moose Jaw region. The ECA primary role is to assist clients in developing labour market skills and knowledge and helping to obtain meaningful employment. The ECA is responsible for providing one-on-one assessment, facilitating workshops, and follow up services to job seekers and employers from a broad range of linguistic, ethno-cultural and religious backgrounds.

Primary Duties & Responsibilities

- Interview clients to obtain employment experience, educational/training history, create or update resume and develop a career plan
- Identify barriers to employment and assist clients develop job readiness skills, job search strategies, resume and cover letter writing skills and interview preparation
- plan and prepare and implement Employment Workshop, focusing on, but not limited to, the following areas:
 - Effective Communication Skills, Understanding the Canadian Workplace, Saskatchewan Labour and Standards, Employer/ Employee Roles, Employability Skills, Self Assessments, Career Planning, Resume Writing, Cover Letters, Job Search and the Labour Market, Preparing for the Job Interview.
- Gather supplemental material and update workshops as needed, to meet specific client needs and individual skill levels
- Research and gather labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Create and update marketing information targeted at increasing awareness of MJMC employment services and the newcomer workforce
- Coordinate access to skills training such as Basic Computer, First Aid/CPR, Food Safety Course and WHMIS, and any other training that will assist clients in obtaining employment.
- Complete various reporting requirements as outlined by the program manager and funder
- Document client meetings, interventions and progress
- Regularly input and update statistical information on clients
- Maintain contact with clients and employer once employed to follow-up and gather information on any issues resulting in the workplace
- Follow-up with employers to gather information on employees' performance, discuss and attempt to resolve any barriers to continued employment and employer satisfaction
- Provide clients with information on maintaining a job and help to navigate dealing with job dissatisfaction
- Various Duties as assigned by the Program Manager

Qualifications

- Post-secondary degree in Human/Social Services, Community Development or an equivalent combination of education and experience will be considered
- Experience with case-management and working directly with vulnerable populations
- Experience with public speaking and developing and delivering presentations
- Strong understanding and sensitivity to issues affecting immigrant and refugee communities
- Experience working effectively with other service providers and community partners
- Experience working with employers and a strong understanding of their labour market needs
- Amazing communication skills: written, verbal, and non-verbal
- Demonstrated cross cultural communication skills and knowledge of community resources
- Experience with community-based event planning
- Comfortable with database, word processing and ability to use internet and email
- Good organizational skills and the ability to multi-task
- Ability to keep accurate records and carry out duties with a degree of independence
- MS-Office (including Word, Excel), MS Outlook
- Knowledge or foreign credential recognition processes considered an asset
- Fluency in additional languages considered an major asset
- Willing to work on evening/weekend and travel may be required
- Ability to obtain a clear criminal record and vulnerable sector check required
- Class 5 driver's license (no restrictions) and access to a reliable vehicle required

Work Conditions

- Full-time – 37.5 hours/wk.
- Regular work schedule Monday-Friday 8:00AM-4:30PM
 - Possibility for some evening and weekend work