

HURONIA Area Aboriginal Management Board

1101, 2nd Ave. East, Unit 1131-A, Owen Sound, ON N4K 2H8

Tel: (519) 376-9400 Fax: (519) 376-0077

Email: ldmcoordinator@bellnet.ca



EMPLOYMENT POSTING/JOB DESCRIPTION

Position: Employment Development Officer
Supervisor: LDM Coordinator Stella Pilessey
Place of Work: Owen Sound, Ontario
Salary: \$ 50,000 to 53,000 Range Annually or negotiable
Term: Date of Hiring to March 31, 2024 with possibility of renewal

Role: Individual will work under the authority of the Huronia Area Aboriginal Management Board. Main responsibilities will be to interview and assess Employment Ontario Employment Services clients using various counselling and/or intervention methods; assisting unemployment and underemployed clients in determining career planning/development and the means to attain them by developing action plans; determine and recommend financial assistance; maintain accurate case management files; common assessments, other related duties.

Minimum Qualifications:

1. Post Secondary Degree or Diploma or an acceptable combination of training, education, and experience related to supporting others.
2. Experience in employment counselling knowledge of employment outcomes.
3. Experience in financial management.
4. Access to reliable transportation and must possess Driver's License.
5. Proven communication skills; written, verbal and electronic.
6. Knowledge of Skills and Employment Training Programs and Services.
7. Must have Criminal Reference check.

Additional Skills:

1. A genuine interest in and respect for people from all walks of life;
2. Patience, understanding and ability to listen non-judgementally;
3. Excellent oral and written communication skills and presentation skills, objectivity and tact;

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4. The ability to motivate and inspire job seekers;
5. The ability to facilitate communication in groups.
6. Good organizational and planning skills;
7. The ability to work effectively with other professionals and community agencies.
8. Willingness to train in the delivery of Employment Ontario Employment Services and learn the CaMS data system.

Essential Duties:

- Responding to inquiries from general public, government and the business community regarding Employment Ontario Employment Services and training programs and services.
- Interview and assess clients using various background and career goals.
- Assisting clients determine career goals and the means to attain them by developing Action Plans.
- Assist clients to develop job readiness skills and job search strategies and counsel clients on work, and career-related issues.
- Teach and assist clients to write/update resumes and prepare for job interviews.
- Collect labour market information for clients regarding job openings and entry and skill requirements.
- Implement Bruce County Employment Ontario Employment programs and services with accuracy and efficiency: resource and information: job search; job development: job retention: integrated case management with Social Assistance and other community partners; implement employer supports; implement Common Assessments and Action Plans to identify needs of job seekers.
- Using guidelines, prepare and submit training intervention budgets to the Coordinator for approval.
- Monitoring progress of clients: completion of follow-up surveys.
- Collecting relevant resources and references for the client resource centre.
- Maintain client file system.
- Developing, coordinating and facilitating workshops and other events for programs such as life-skills, career planning, job search strategies, etc.
- Participating and promotion of employment and training initiatives at relevant career fairs and events.
- Work with local community service organizations, Government agencies, schools and potential employers on behalf of clients.
- Prepare and submit monthly narrative and statistical reports.
- Maintain confidential information.
- Willingness to take training including: Common Assessment training, Action Plan development; CaMS data entry, etc.
- Share workload with other staff, keep job board current.
- Assist with maintenance of HAAMB website using on line management tools.
- Work to ensure Employment Services Bruce Grey Huron Perth Integrated Service Delivery: Service Provider Agreement terms are implemented and executed.
- Monitor and evaluate client job placements.
- Work as a team player with minimum supervision.

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Please submit a letter of application, resume and 2 employment related references to the above address. Emailed applications can be sent to

ldmcoordinator@bellnet.ca

Posting Date: April 14, 2023

New Deadline for application: Friday, April 28, 2023 @ 4:30 pm

(No Late Applications will be accepted)

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