

The RAWQ Skills Link Program

Employment Coordinator Position

Job Description

(6 Month Contract)

The Employment Coordinator works as a team member in the Regional Association of West Quebecers Skills Link Program. This program helps English-speaking young adults from 16-25 gaining competitive employment through academic and on the job training. The Employment Coordinator assists with creating job opportunities and helping participants find and retain employment or return to school or a Trades program. The Employment Coordinator will liaise with other pertinent community resources, conduct workshops and provides on-going case management and retention support to participants as they re-enter the workforce. Additionally, this person networks with business leaders and employers to identify job opportunities for clients and creates new job opportunities.

Responsibilities:

- Conduct employability assessments of potential participants. This includes assessing the level of ability and readiness for work including physical and mental capabilities
- Develop Individualized Employment Plans for enrolled participants
- Maintain and complete case notes on all participant activity on a regular basis, track retention data, participant updates, and supportive services requests
- Assist in securing supportive services for clients as necessary
- Provide job readiness skills training such as resume development, interviewing skills, and job search techniques
- Provide career counseling, case management and job coaching, including labor market trends to job seekers, coordinate job skills trainings, arrange interviews with employers and work one on one with clients on job retention issues
- Coordinate recruitment with employers. Connect with outside resources such as, vocational schools, community based organizations, and employment resources to ensure participants have access to available services
- Establish and maintain complete and accurate records of participants progress towards goals and objectives. This includes developing and renewing individual employment plans and keeping track of placement data
- Cultivate and maintain relationships with prospective employers, including outreach and attendance to employment fairs and connections with local businesses
- Draft resumes, cover letters, and thank you letters
- Assist with career center programming, instruction, data collection, and overall success

Qualifications:

- Bachelor's Degree in a related field
- Bilingual – English & French, oral and written
- Experience in social work or human services is preferred
- Prior experience as a job developer/employment coordinator
- Experience with the health and social services system in the region
- Able to coordinate multiple projects in a high-pressure and time sensitive environment
- Computer skills with proficiency in Microsoft Office software
- Project a professional demeanor
- Strong written and verbal communication skills
- Demonstrated ability to work both individually and as part of a team.
- Capability to work in a fast paced, professional environment.
- Extensive knowledge in maintaining and executing confidential information.
- Ability to interact with diverse clientele.
- Maintain regular attendance
- Reliable transportation
- Successful completion of background screening
- Must have Valid Driver's License

Please submit your C.V. and references to the Regional Association of West Quebecers at aco@westquebecers.ca no later than January 19, 2017 at 5pm.