



## **Mennonite New Life Centre of Toronto (MLCT)**

### **Job Posting: Placement Counsellor**

**Hours: 35 hours per week**

**Duration: Immediate - September 30<sup>th</sup>, 2024 (with the possibility of renewal)**

**Remuneration: \$30.00 per hour + Benefits**

### **About the Organization:**

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides a variety of settlement services, including information/orientation, language instruction, mental health supports and capacity building workshops, public education and bridging to employment. The Centre is a tech-forward charity that utilizes technology solutions to meet the needs of its stakeholders. The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides a variety of settlement services, including information/orientation, language instruction, mental health supports and capacity building workshops, public education and bridging to employment. The Centre is a tech-forward charity that utilizes technology solutions to meet the needs of its stakeholders. As a result, several of our programs are delivered in a hybrid format, offering clients and participants options to receive services through virtual and in-person formats.

The Placement Counsellor role will work directly with program participants from our four (4) Bridging Programs to help them explore appropriate career paths within their field, give them guidance and counselling, support their search for supervised job placements, advocate for them throughout the placement as well as coach and mentor participants, where and when needed. This role requires self-driven, creative, independent, and highly organized professional who can build and sustain internal and external stakeholder relationships. This person must also have in-depth understanding of the Ontario labour market, the talent gaps facing employers and actively seek out placement opportunities that will meet the career aspirations of program participants. Experience in finding placements in STEM (science, technology, engineering, and math) fields, human services including mental health, and the media and communications fields are desired. This role reports directly into the Placement Coordinator.

### **Responsibilities:**

- Advising and coaching participants in the process of seeking and securing supervised placements through identifying placement opportunities, match postings to participant profiles and teach basic job application and networking skills.
- Work as part of a team with the support of the Program Manager, Placement Coordinators and other staff and instructors.
- Analyze potential placement opportunities to determine suitability with learning and career objectives of specific fields mentioned before.
- Develop and facilitate engaging workshops to a cohort of participants on job search skills such as resume writing, mock interviews, information interviews, workplace culture and networking that will help participants find suitable placements.
- Conduct group and 1-1 job coaching sessions to help participants explore realistic career paths.
- Ability to create, write and edit resumes with participants; knowledge of various resume formats, ATS capabilities and the ability to determine the best formats for participants' field.
- Maintain an active caseload, including all file management responsibilities.
- Offer Individual support to participants who struggle throughout the program and refer them to the appropriate services (internally and externally).
- Manage and monitor all placement-related documentation: placement contracts, evaluations, time logs and feedback forms.

- Support bridge training participants to apply for and complete all required sector specific placement documentation (general memberships, insurance, and police checks).
- Build and sustain relationships with private and public sector employers, encouraging them to offer placement opportunities, and to hire internationally educated professionals.
- Provide reports on outcomes as outlined in the Project Work Plan as it relates to participant placement and participant participation in program activities.
- Support program events, admissions, documentation, and other program related activities as needed.
- Participate in staff meetings and professional development activities.
- Participate in MNLCT committees.
- Represent MNLCT Bridging programs and MNLCT at outside workshops and meetings.

#### **Qualifications:**

- A post secondary education in Career and Work Counselling, and/or acceptable combination of equivalent experience (career development, human resources and/or adult learning).
- 1-3 years of experience working in a similar role
- Demonstrable success in placing participants in any or all the following fields/sectors of employment:
  - mental health and/or
  - media and communications and/or
  - human services and/or
  - science, technology, engineering, and math
- Experience in job search facilitation and/or placement coordination.
- Experience with successfully matching program participants with placement employers; relationship building with stakeholders and employers.
- Thorough knowledge of job search and career development including job application processes, job development, resume writing, networking, labour market trends, and social media platforms such as LinkedIn.
- Knowledge of adult learning principles including facilitation, use of digital/social media and/or online learning concepts.
- Demonstrated experience in case and file management.
- Knowledge and experience working with immigrants and internationally trained professionals.
- Excellent presentation and facilitation skills (online facilitation in Zoom/MS Teams).
- Passion for people, equality, and social justice. Empathy, cultural sensitivity, and anti-oppression approach.
- Must have experience working with newcomers and a diverse population.
- Strong teamwork skills with the ability to work independently.
- Ability to work virtually and in-person at any of MNLCT's locations.
- Exceptional computer literacy skills and above average proficiency in all aspects of Microsoft Office, Client Management Systems, Adobe, and other similar productivity software.

*The Mennonite New Life Centre is committed to the values of equity, diversity, and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Internal and external candidates may apply. The Centre will provide accommodations as needed to ensure fairness in our hiring process.*

**Please note that only qualified candidates to be interviewed will be contacted.**



**Important information about COVID 19:**

The Mennonite New Life Centre of Toronto is currently offering a hybrid service delivery model that complies with provincial and local health authorities as well as funders' requirements. In this way, the Centre contributes to the health and safety of clients, students, children, volunteers, staff, and the community in general.

Are you looking for meaningful work where you can make a difference in peoples' lives? At Mennonite New Life Centre, we care about our staff and clients. Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org) (**job posting available until position filled**). Please quote reference #PC2022 in the subject heading of your application. Please note that only candidates to be interviewed will be contacted.

For more information please visit:

Mennonite New Life Centre: [www.mnlct.org](http://www.mnlct.org)

Bridging Programs: <https://bridgingprograms.org/>