



Mennonite New Life Centre of Toronto

Job Posting: Employment Counsellor

Hours: 30 hours per week

Duration: Immediately – March 31st 2023

Remuneration: \$30.00 per hour

Number of Positions: 1

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. As a result, several of our services and programs are delivered in a hybrid format, offering clients and participants conference-in and using various online tools.

The Employment Counsellor role will provide labour market and employment counselling and supports to newcomer women and other vulnerable populations – individual and group. This position is a part of MNLCT's employment initiative to help clients get access to meaningful employment opportunities. Activities include individual and group labour market and employment counselling services. This role will oversee creating bridges to engage employers in hiring newcomer talent, and preparing clients in occupation-specific mentoring, networking opportunities, and Canadian workplace culture. Working directly with our Settlement Workers, this position will help clients explore appropriate career paths within their field, give them guidance and counselling, support their search for employment, advocate for them and offer coaching, where and when needed. This role requires a self-driven, creative, independent, and highly organized professional who can build and sustain internal and external stakeholder relationships. This person must also have an in-depth understanding of the Ontario labour market, and the talent gaps facing employers and actively seek job opportunities that will meet the employment aspirations of clients. All services are to be delivered under a gender equity framework and following MNLCT's Service Standards and using adult learning methodologies to develop and implement an employee training curriculum. This role reports directly to the Settlement Program Manager.

Responsibilities:

- Advising and coaching clients in the process of seeking and securing employment through engaging in job search, matching postings to tailor job applications and developing networking skills.
- Work as part of a team with the support of the Program Manager, and other employment counselling staff.
- Analyze potential employment opportunities to determine suitability with job and career objectives.
- Develop and facilitate an engaging training curriculum on job search skills such as resume writing, mock interviews, information interviews, workplace culture and networking.
- Create an innovative course and workshop content that applies adult learning principles and methodologies to engage, enroll, and retain clients.
- 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 based on clients' fields.
- 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).
- Support clients to apply for credential recognition and make appropriate referrals.
- Build and sustain relationships with private and public sector employers, encouraging them to offer employment opportunities, and to hire newcomer women.



- Provide reports on outcomes as outlined in the Project Work Plan as it relates to the client's 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 at outside workshops and meetings.
- Other related duties as assigned.

Qualifications:

- A post-secondary education in Career and Work Counselling, and/or an 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 clients in a variety of fields/sectors of employment.
- Experience in job search facilitation and employment case management.
- Experience with successfully matching program participants with 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 the case and file management.
- Knowledge and experience working with immigrant, newcomer, and refugee women.
- Excellent presentation and facilitation skills (online facilitation in Zoom/MS Teams).
- Passion for people, equality, and social justice. Empathy, cultural sensitivity, anti-oppression, and gender equity approach.
- Must have experience working with newcomers and other vulnerable populations from a variety of cultural backgrounds.
- 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 employment equity initiatives. We encourage applicants from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT, and disabled community groups to apply and self-identify. Internal and external candidates may apply. The Centre welcomes the opportunity to discuss accommodation and ensure fairness in our hiring process.

Apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org by July 4th, 2022. Please quote reference #ECSW2022 in the subject heading of your application. Only candidates to be interviewed will be contacted.

For more information about the Mennonite New Life Centre visit www.mnlct.org