

Employment Consultant (Youth Job Connection Program)

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking one **Employment Consultant (Youth Job Connection Program)** to join our team in a **full-time contract** role until February 28th, 2025. TNO is a great place to work and we make a difference in the communities we serve.

The Youth Job Connection (YJC) and Youth Job Connection Summer (YJCS) programs are designed to help young people between the ages of 15-29 who face multiple barriers to employment. The Employment Consultant should have **post-secondary education** in Social Work, Career Counseling, or Human Resource Management, with at **least two years of experience** in facilitation, career counseling, job placement, and job retention. **The ideal candidate must have experience in the Employment Ontario-Employment Services program specializing in the Youth Job Connection Program.** Candidates should have a strong understanding of the challenges and systemic barriers to labor market integration, along with expertise in resume writing, interview skills, and coaching. Proficiency in MS Office, excellent communication skills in English (with fluency in a second language as an asset), and experience working within **an anti-oppression, LGBTQ+ positive framework** are required. Strong organizational skills and social and multicultural sensitivity are also necessary.

DUTIES & RESPONSIBILITIES

- Conduct intake with each participant to determine eligibility/suitability for the Program, assess client needs, and develop an individualized Employment Service Plan
- Deliver a suite of current and relevant pre-employment workshops; career exploration/identification, employment preparation, life skills, employment-related skills, and job retention
- Provide one-to-one coaching for participants in life skills, pre-employment, and job search skills based on individual needs
- Provide support to clients in assessing their qualifications against job requirements
- Provide supported referral and access to other services
- Monitor the mentor/coach relationship and its impact on workplace success, facilitating adjustments as required
- Conduct outreach to employers to identify opportunities and promote job matching and placement support
- Ensure that employers meet all eligibility criteria; conduct site visits per employers prior to placements to confirm a suitable and safe work environment.
- Facilitate experiential or on-the-job work experience training for participants including job trials, work experience, and on-the-job training opportunities

- Facilitate negotiation of employment relationships on behalf of clients including the completion of placement agreements and detailed training plans
- Where necessary, assist participants in accessing short-term, job-related training required for job placement
- Where necessary, provide employers with sensitivity/diversity training, workplace safety training, and information on accommodation needs
- Conduct placement monitors and provide coaching and support during the placement including identifying and resolving workplace issues that may affect participant success both during and after the placement
- Provide Job Placement Financial Support to participants to remove barriers in participating in job placement
- Identify those in need of additional job coaching support through participants and/or the employer
- Provide one-to-one follow-up for job or career coaching, to address issues similar to re-employment or provide referrals to further training, education, or life skills
- Create opportunities for post-program networking and learning events/activities
- Utilize the organization's data management system (EOIS, CaMS, and internal database) to record all client activity, case notes, and follow-up

Vaccination Requirement – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

Screening – As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

Job Type: Full-time contract position (35 hours per week) until February 28th, 2025

Work Location(s): 1 Leaside Park Dr., Toronto, ON M4H-1R1

Benefits:

- Employee Assistance Program (EAP)
- Social activities organized by the organization
- Public transportation nearby

Application Process: Please submit your to recruitment@tno-toronto.org with the subject line “Application for Employment Consultant” by July 21, 2024. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know. We thank all applicants for their interest but only those selected for further consideration will be contacted.