



INTERNAL/EXTERNAL JOB POSTING

Employment Consultant

(Full-time Permanent)

WHO WE ARE

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health, and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with 50% of people accessing services from BIPOC communities and other communities of colour.

WHY WORK WITH US?

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment
- Three weeks' vacation in your first year of employment; four weeks' vacation after one year
- Generous sick day allotment

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization
- Organizational commitment to work-life balance
- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community

ABOUT THE OPPORTUNITY

We are currently looking for a full-time **Employment Consultant** to join our team!

JOB SUMMARY

Status: Full-time Permanent

Salary: \$52, 057- \$53, 281

Bargaining Unit

The Employment Consultant works in the Employment ACTION program whose aim is to increase the accessibility to the labour market for people living with HIV or AIDS or receiving ODSP income support. Overall responsibilities include effective caseload management, supportive and ethical career coaching, retention of work experience and paid work placement for service users.

The role requires a unique ability to provide person-directed employment supports while also ensuring a strong focus is on building partnerships including community stakeholders who have access to potential employment. A commitment to successful placement outcomes and accountability for meeting program standards and deliverables is required.

RESPONSIBILITIES

Pre-Employment Coaching

- Guide and assess service users to identify their skills, strengths, personal characteristics, values, interests, readiness, barriers to success and priorities as they relate to obtaining and retaining employment. Evaluate and clarify employment, training or career goals by exploring local labour market information, career resources, education and training opportunities/resources.
- Integrate different career development theories, models and supports together with service user assessment(s) to enable development of an informed employment and support action plan.
- Co-create individualized employment action plans that support each service user to become fully engaged and active in the counselling and job search process. Ensure best practises, program directives and effective monitoring /evaluation of progress are also incorporated.
- Support service users to be job ready by building relevant employability and life skills, development of coping skills to navigate change and transition, ensuring marketing tools are competitive and targeted, providing interview coaching, building job search skills and resilience.
- Ensure program participants seeking employment understand the impact of earnings on benefits, continuation of medical/dental/drug benefits, income and program reporting requirements.
- Assess the need for and make referrals for additional internal/external support needs such as vocational training and financial aid. Build referral networks with training facilities and financial aid offices.
- Develop, implement and sustain a range of client outreach strategies and referral networks which provide awareness of programming and generate consistent and ongoing service user referrals.

Job Placement and Employer Relations

- Cultivate relationships with third party community stakeholders who recruit directly with employers and build partnerships that create opportunities for service users to be placed directly into positions
- Effectively utilize a range of employer outreach techniques including; prospecting (cold calling), networking, social media, in-person appointments, as well as promotional initiatives such as attending job fairs, presentations and workshops as needed.
- Collaborate with other community-based agencies and employment support providers in order to access an increased range of employment opportunities and employer connections.
- Provide mentoring and coaching to service users to build self-confidence, self-efficacy and ownership of their job search, marketing initiatives and employment outcomes.
- Remain current and responsive to labour market trends, job search strategies and other internal/external influences impacting employment outcomes and program deliverables.
- Commit to and be individually accountable for a minimum of ODSP funded placement targets annually and above where possible. Demonstrate a collaborative approach in supporting and assisting peers to achieve theirs and program targets.

Volunteer/Student Management

- Supervise, train and support volunteers that can provide a variety of services including tailoring resumes, cover letter writing, interview coaching, computer training, conducting market research and facilitating workshops as needed.
- Ensure volunteer management principles and protocols are adhered to.

Administration and Other Duties

- Ensure that service user and employer information is documented, accurate and updated according to program directives, professional industry standards and funder service standards.
- Participate on teams and external committees to plan, coordinate and deliver new and existing services, communicate information, resolve problems and achieve the goals of the organization.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to behave ethically, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

QUALIFICATIONS

- Post-secondary diploma or degree in career counselling, social sciences, business or a related field; Career Development Practitioner Certification an asset.
- Certified to administer and interpret a range of career assessment tools. (i.e. Level 'B' certification, Narrative approach, etc.)
- Life skills, motivational interviewing and conflict resolution training an asset.

- At least one (1) year of experience in career coaching and job development working directly with individuals facing multiple barriers to employment; Proven track record of achieving employment targets and program outcomes.
- Experience and expertise in the most current effective job search strategies including cold calling, networking and social media.
- Experience in assessment and identification of employer needs and expectations, negotiation of opportunities and delivering results that meet the needs of employers and service users.
- Demonstrated ability to work under pressure, to work independently and within a team, to take initiative, to anticipate potential problems/conflicts and take appropriate actions.
- Knowledge of and ability to integrate major career development theories/models, counselling/coaching skills and career exploration /assessments required.
- Ability to negotiate the challenges of linking person-directed career planning to the realities of labour market influences and employer needs. Sales and marketing skills an asset. Strategic mindset helpful.
- Understanding of HIV and or ODSP requirements as a disability and other co-existing disabilities, including barriers, accommodations and workplace-related issues is strongly preferred.
- Ability to support service users to develop relevant coping strategies for navigating change and transition.
- Strong ability to build and foster professional and cooperative relationships within a diverse work environment and with internal/external stakeholders.
- Knowledge of outcomes-based employment funding models an asset. (i.e. ODSP, EI, CPP, LTD)
- Able to organize and manage a workload requiring initiative and resourcefulness, while also contributing to team/peer learning and development.
- High degree of professionalism, ethics, tact, diplomacy and respect for boundaries. Self-awareness of personal bias and assumptions; confidentiality and adherence to professional codes of conduct a must.
- Solid written and verbal communication skills in English; French Language skills also an asset.
- Skilled in Microsoft Office 2016: Word, Excel, PowerPoint, Outlook.
- The ability to support service users and work environment that reflects a sex positive and harm reduction culture of practice.
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks.

JOIN US!

To apply for this opportunity please send your cover letter and resume to:

careers@actoronto.org

Please be sure to include the title of the role you are applying to, in the subject line.

The deadline date to apply is **June 19, 2022**

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

***To ensure the health and safety of our employees against COVID-19, ACT has implemented a mandatory vaccination policy. Successful candidates must submit proof of their vaccination status on their first day of employment. ACT will provide accommodation for valid medical reasons pursuant to the Ontario Human Rights Code. ***

ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: www.actoronto.org