

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

JOB OPPORTUNITY
Moving Forward Pre-Employment Counsellor

Job
#N2017-20

GENERAL DESCRIPTION: The Counsellor will facilitate an eight-week program for Ontario Works clients that addresses stress, anxiety and depression, providing assessment, counselling, referral and job search related support.

MAJOR DUTIES:

- Conduct initial assessment of clients to determine barriers, skills, education, experience, assets, motivation and employment readiness and to create action plans
- Assist clients to develop tools to better manage mental health barriers and/or participate in further training, education, or other interventions
- Conduct Level B assessments to determine and prioritize clients' individual requirements, and provide individual counselling based on client's needs
- Develop, facilitate and evaluate a range of wellness and job search workshops. Assist clients to develop tools for job search success, such as résumés, cover letters, and interview skills
- Develop weekly action plans that progressively move participants closer to employment/training or mental wellness resources and make appropriate referrals to supportive and/or therapeutic resources including community, government or health-based services
- Maintain knowledge of community resources and keep up-to-date with advances in mental health and other related social, medical and legal fields, through courses, conferences, literature, and home study
- Perform other duties, appropriate to the position, as required

REQUIREMENTS & QUALIFICATIONS:

- A university degree from a recognized institution in social sciences or other relevant discipline
- Strong, specialized skills and a minimum of 3 years' front-line experience in one or more of the following: Addictions Counselling, Personal and Family Counselling, Psych vocational or Psych Educational Assessments with adults who have mental health issues
- Proven ability in advocacy, crisis intervention, case management and supportive counselling using recognized modalities
- Proven ability to minimize barriers through service delivery to low income individuals with mental health issues
- Fluency in written and spoken English; excellent interpersonal and communication skills with strong client focus
- Demonstrated ability to conduct a variety of Level B and observational client assessments including recognizing deteriorating social and/or health conditions
- Experience in employment and pre-employment workshop development and facilitation
- Demonstrated experience and ability to work effectively with clients from diverse populations
- Proficient in MS Word, use of the Internet, and maintaining information in a database
- The ability to work with minimal supervision, manage time effectively, contribute to the team and accept changes in the work environment

This is a brief summary. For a complete job description please contact Human Resources.

Terms: Full time permanent bargaining unit position, 37.5 hours per week

Pay Rate: Level 6, Step 1 \$44,850.00 annually, prorated to the hours of work

Posting Date: November 8, 2017 Internal Closing: November 14, 2017 External Closing: November 16, 2017

**To apply, submit your resume and cover letter with "N2017-20," in the subject line of your email or fax to
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2
E-mail: tcandido@neighbourhoodlink.org Fax: 416 691-8466**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.