

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

**JOB OPPORTUNITY** **Job #N2018-26**  
**Moving Forward Employment Counsellor/ Facilitator-Part-time contract**

**GENERAL DESCRIPTION:** In conjunction with program staff, support and expedite clients' successful re-entry into the workforce through an eight-week pre-employment development program. The incumbent will work with approximately 40 clients with mental health disabilities annually, provide one-on-one counselling and design and facilitate workshops. This position reports into the Senior Manager, Employment Services. Scheduled hours of work are 21 hours per week. Contract dates are asap to March 31, 2019.

**MAJOR DUTIES:**

1. Conduct initial assessment of clients to determine skills, education, experience, assets, barriers, motivation and employment readiness, and to create action plans.
2. Assist clients to develop tools for job search success, such as resumes, cover letters, interview skills and computer proficiency.
3. Develop, facilitate and evaluate a range of job search workshops using a mix of adult education and Life Skills techniques including a comprehensive workplace literacy component focused on helping participants maintain employment once they are employed.
4. Develop weekly action plans that progressively move participants closer to employment/training.
5. Make appropriate referrals to supportive services, such as in-house workshops, programs offered at other community agencies and/or government initiatives.
6. Maintain prescribed contact with approximately 40 clients annually, using follow-up appointments and telephone calls.
7. Maintain computerized records of client contact, activity, follow-up, and progress, according to agency standards.
8. Research new materials, current labour market information and referral resources, and recommend acquisition of books, magazines, newspapers, DVDs and other materials for inclusion in the resource collection.
9. Assist in the training of new students and volunteers. Monitor their progress and schedules, and evaluate their performance. In the case of students, maintain contact with their placement supervisors, if required.

**REQUIREMENTS & QUALIFICATIONS:**

- A university degree from a recognized institution in a social services discipline or other relevant discipline. A Career and Work Counsellor diploma is an asset
- Strong, specialized skills and a minimum of 3 years of 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
- Certification in Personality Dimensions
- 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
- 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
- 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
- Demonstrated ability to conduct client assessment and to recognize deteriorating social and/or health conditions
- The ability to provide one on one counselling and crisis management support
- Experience working with individuals to establish realistic career goals and/or determine training options

**This is a brief summary, for a complete job description please contact Human Resources.**

**Terms:** Contract Part-time, bargaining unit position, 21 hours per week

**Pay Rate: Level 6, Step 1 \$44,850.00 per annum pro-rated to the hours of work and contract length**

**Posting Date: Sept 28, 2018 Internal Closing: Oct 4, 2018. External Closing: Oct 8, 2018**

**To apply, submit your resume and cover letter with "N2018-26," in the subject line of your email or fax to;**  
**[careers@cnh.on.ca](mailto:careers@cnh.on.ca) Fax: 416-698-6453**

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.