

POSITION DESCRIPTION

Employment Coach



REPORTS TO:	Womens' Programs Coordinator
HOURS:	28 - 30 hrs/week, contract to March 31, 2022 (Government of Ontario funding)
EMPLOYMENT CATEGORY:	Project Related Staff
WAGE:	Range \$22 - 24/hour, plus group benefits

SUMMARY OF POSITION:

The Covid-19 Pandemic has disproportionately impacted women in the workforce. We have an opportunity to provide support specific to women in the Muskoka region who are pursuing increased economic resilience and sustainable livelihoods, particularly at critical turning points in their lives. The Employment Coach will assist women with such matters as identifying barriers to employment, job readiness skills, job search strategies, writing resumes and preparing for job interviews. In addition, this role will actively build relationships with local employers and liaise with them in an effort to support participants from this program in finding sustainable employment.

RESPONSIBILITIES:

The Employment Coach responsibilities include:

- Participate in activities such as intake interviews, assessments, curriculum development
- Build relationships with employers in the area and access opportunities for participants
- Collect labour market information for participants regarding job openings
- Establish short and long term goals with clients
- Support and coach clients through the job search process and being interview ready
- Workshop facilitation, presentation to potential employers
- Track, report, and evaluation program and participant progress
- Provide on-going support for participants in program, and once employed
- Provide confidential crisis response, referrals, and systemic advocacy as needed
- Providing on-going 1:1 supports for participants
- Other duties as assigned

QUALIFICATIONS:

A post-secondary diploma or degree in employment counselling, career development or in a related field such as social services, business, education and/or experience in a related role

Relationship builder - Working knowledge of the economic and social profile of the Muskoka community

Experience in group facilitation and presentation skills

Previous experience providing employment supports considered an asset

Excellent communication skills and interpersonal skills;

Knowledge of or interest in feminist issues and YWCA mandate;

Proven ability to work effectively with diverse community partners

Valid Driver's License and reliable transportation.

Comfortable with technology; Experience with Google Drive an asset;

Must be willing to complete a Vulnerable Sector Check

Application Deadline:

Please email your resume with covering letter by May 3rd at 1: pm:

Jaime Chapman, Women's Programs Coordinator, YWCA Muskoka, 205 Manitoba Street, Unit 4, Bracebridge, ON, P1L 1S3 jchapman@ywcamuskoka.com

YWCA Muskoka promotes the principals of anti-oppression and adheres to the tenets of Ontario Human Rights Code. We encourage applications from people of any gender and of all races, colours, ethnic origins, religions, abilities, and sexual orientations.

We thank all applicants, but only those selected for an interview will be contacted.