



**YMCA of
Hamilton | Burlington | Brantford**

Employment Placement Counsellor Early Childhood Education Bridge to Work Program

YMCA Employment & Immigrant Services
25 Main Street West
Hamilton, ON L8P 1H1

Starting Wage: \$42,900

Position Status: Full-Time (37.5 hours per week) with benefits and a complimentary YMCA membership

Placement: Immediate

Why work at the Y?

Our work environment is defined by respect, teamwork, opportunities for personal and professional growth and investments in the health and wellness of the people who are part of that team. We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do:

- Paid vacation entitlements that increase with seniority (subject to eligibility)
- Competitive total compensation packages
- Group health and benefits plans (includes medical, dental, and prescription medication, subject to eligibility)
- Generous pension plans with employer matching
- Free YMCA Health & Fitness Memberships
- Professional development opportunities including paid training and access to YMCA education scholarships
- Reduced rates for YMCA Child Care, Camp, and Child & Youth programs (subject to eligibility)
- Employee and Family Assistance Program (EFAP)
- Opportunities for career advancement

Nature & Scope

As a branch of the YMCA of Hamilton/Burlington/Brantford, the YMCA Employment and Immigrant Services branch delivers Employment Services, Youth Initiatives, Literacy and Basic Skills, Summer and Part time Employment Experience Programs, Youth Outreach and Immigrant and Settlement Programs.

Responsibilities

- Implement program according to program guidelines
- Conduct outreach and recruitment of potential candidates for the program
- Implement a marketing strategy to build and grow relationships with employers to achieve job placement outcomes
- Assess clients' employment and education needs through various assessment tools to determine eligibility and entry into the program

Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Belonging, Caring, Honesty, Respect and Responsibility, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.



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Responsibilities Continued:

- Provide effective follow-up and support based on the clients' action plans
- Monitor placements through site visits and regular phone or electronic contact with employers and clients, monitor client's progress and job performance and training plan
- Build relationships with participants, employers, community agencies, government, funders & stakeholders;
- Develop and co-ordinate workshops offered by the program
- Provide employers with the administrative documents and convey program procedures
- Maintain accurate, up-to-date client files and documentation in OCMS client database
- Assists with administrative support as required
- Attend workshops, trainings, conferences, and staff meetings as required

Qualifications

- Demonstrated 2 years' experience in Career and Employment Counselling and/or Childcare field
- Degree or Diploma in Employment Counseling, Early Childhood Education, Social Services Work or related program
- Experience & knowledge of Ontario Bridge Training programs and/or the Ontario Apprenticeship system
- Knowledge of Children Services and Child Care is an asset
- Advanced skills utilizing all Microsoft Office Applications including Word, Outlook, Power Point and Excel
- Excellent English communication skills, written and verbal
- Experience with Internationally Trained Individuals is an asset
- Bilingual or Multilingual is an asset
- Driver's License and own transportation required
- A current Vulnerable Sector Check is a condition of employment
- **If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption.**

Competencies

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

Why Work for the YMCA?

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford, in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



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Competencies Continued:

Diversity

Demonstrates respect for people of diverse backgrounds; makes efforts to educate oneself and others about diversity issues

Teamwork

Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Relationship building and collaboration

Builds positive interactions both internally and externally to achieve work related goals.

Planning/Organizing

Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term work goals

Communication

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

If you are interested in this position, please submit your letter of application and resume by **April 8, 2022** attention:

Jody Williams
Program Manager
ECE Bridge to Work Program
Jody.Williams@ymcahbb.ca

We thank all applicants, however, only those considered for an interview will be contacted.

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Acts (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



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