




**BGC East Scarborough**  
(Boys and Girls Club of East Scarborough)



**MAAT Youth Innovation & Cultural Centre**

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 www.esbgc.ca

## Employment Specialist

### REACH (Reaching Employment through Academic & Career Heights) Program

BGC East Scarborough is a multi-service organization that serves children, youth and their families in Scarborough. We are currently recruiting for a highly-skilled and dynamic individual to join our team and facilitate the placement of the REACH Program participants. The position will require experiences and understanding of working with youth facing significant barriers to employment.

**Program Objectives:** The purpose of the REACH Program is to assist youth between the ages of 15-30 who are out of school and out of work, to gain much needed employment and life skills. The program will enable youth to make the transition to the labour market. Participants in this program will take part in a screening process prior to acceptance into the program and will be expected to complete group based employability skills, as well as the work experience component of the program. The Club continuously provides quality employment programs that educate, build self-esteem, and ultimately initiate positive change and personal success in individuals.

The Employment Specialist is responsible for the placement of REACH program participants with employers while also liaising with community employers to obtain job placement and to identify potential jobs. He/She will be working closely with the Program Coordinator and Facilitator to ensure the placements reflects participants' interest, needs, abilities and career goals. In collaboration with other staff, the Employment Specialist will coach, support and monitor clients in the initial stages of their placement while maintaining relations with employers. The job developer is expected to keep up with changes in the field, have current knowledge of Toronto job market and, together with their colleagues, develop and maintain innovative programming that achieves the highest standards in employment practices.

#### Duties and Responsibilities of this position include:

- Coordinating and conducting marketing and outreach activities to community agencies, organizations and employers.
- Developing relationships with employers in a variety of industries to ensure successful job development for clients
- Assist employers to identify his/her human resources needs including job requirements, skills and competencies.
- Locating placement opportunities for participants based on their individual skills and abilities.
- Working with participants on an individual basis regarding their job search progress and activities.
- Remaining current on Toronto labour market trends and the most effective job search strategies, techniques and monitoring marketplace trends.
- Maintaining and updating a comprehensive employer database and tracking system which includes eligibility, record of site visits, employer profile and all other relevant data.
- Completing reports and documentation on activities as required.
- Developing a pool of mentors and coaches and match to identified clients who would benefit from informal support during and after the work placement. Support the development of on-the-job training plans and monitor placements to facilitate success and retention.
- Attending meetings as required.
- Result oriented able to meet target and deadlines.
- Undertaking other tasks as assigned.

#### Qualifications:

- Degree or Diploma in one of the Human Service Professions.
- Ability to exercise independent judgment and discretion in dealing with the general public.
- Strong problem solving and analytical skills and ability to perform duties with minimal supervision.
- Must possess strong communication skills both written and oral.
- Knowledge of computer applications, employment training and career assessment skills.
- Previous teaching/tutoring experience.
- Knowledge of Employment Standards Act, Human Rights Act and other Employment Legislations.
- Current Standard First Aid and CPR.

#### Assets should include:

- Knowledge of Scarborough community and its diversity.
- Previous experience working in an employment training program or setting.
- Analytical and problem solving skills.
- Decision making skills.
- Effective verbal, presentation and listening communications skills.
- Effective negotiation and mediation skills.
- Effective written communications skills.
- Basic Counseling skills.
- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing.
- Time management skills.

**Job Code: ES-REACH 24**

**Hours of work: 37.5 hours per week**

**Please submit resume to:** pc@esbgc.ca