




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



MAAT Youth Innovation & Cultural Centre

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 www.esbgc.ca

Employment Specialist

This position aims to provide engaging employment programming and services for youth ages 15 – 29 years who are out of school and out of work to gain much-needed employment and life skills. This role involves a dual focus on employment counselling and job development. The incumbent will conduct intake interviews/assessments with clients and assist employers in meeting their hiring needs and recruitment goals. This role encompasses counselling, job development, advocacy, assessment, and monitoring of participants, aiming to clarify their employment and educational requirements while establishing both short- and long-term goals. Emphasis is placed on monitoring and implementing follow-up interventions to promote sustained job retention for participants.

Report to: Manager, Employment Programs & Services

Key Duties and Responsibilities of this position include:

- Conduct personalized one-to-one assessments using various tools to help job seekers identify their skills, interests, abilities, and aptitudes. Offer effective case management and referrals for necessary life stabilization support aligning with employment and training goals.
- Plan and execute workshops providing crucial employment and labour market information, along with workplace orientation to enhance job search skills as per current labour market indicators.
- 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.
- Achieve set performance targets and efficiently manage assigned caseloads.
- 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.
- Result oriented able to meet target and deadlines.
- Undertaking other tasks as assigned.

Qualifications:

- Degree or Diploma in one of the Human Service Professions, Social work, or Employment Counselling.
- Demonstrated experience in employment and general counselling, possessing knowledge of pre-employment support methods and labour market resources.
- Demonstrated success working with a wide range of job seekers, including youth, newcomers, internationally trained professionals, OW, EI, and ODSP recipients, long-term unemployed individuals, and differently-abled persons.
- 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.
- Strong case management and organizational skills.
- Knowledge of computer applications, employment training and career assessment skills.
- Previous teaching/tutoring experience.
- Knowledge of the Employment Standards Act, Human Rights Act and other Employment Legislations.
- Current Standard First Aid and CPR.
- High Five Certification or willingness to obtain.
- Current Vulnerable Sector Police Check.
- Valid Driver's license and access to a vehicle for travelling.

Assets should include:

- In-depth knowledge of employment and workplace legislation such as Human Rights, Health and Safety.
- Previous experience working in an employment training program or setting.
- Demonstrates a strong work ethic.
- Ability to work in an environment requiring data collection, meeting deadlines, and achieving targets.
- Analytical and problem-solving skills.
- Effective verbal, presentation and listening communication skills.
- Effective negotiation and mediation skills.
- Effective written communication skills.
- Computer skills including the ability to operate computerized accounting, spreadsheets, and word-processing.
- Time management skills.

Job Code: ES 2025

Hours of work: 25 hours per week

Please submit resume to: pc@esbgc.ca