

Job Opportunity



Why the Y?

Imagine.....

- A place where you are a part of one of the most respected human services organizations in the world.
- A place where your work positively influences the lives of others in so many ways.
- A place where you can flourish in a values-based environment.
- A place where you will build a better future not only for yourself but also for those you serve.

At the YMCA

- you will feel connected to community,
- you will meet new people,
- you will expand your knowledge base,
- you will have career development opportunities and
- you will experience a rewarding job by helping support the building of healthy communities

Imagine accomplishing all of this while having fun in a challenging and dynamic atmosphere!

This is “Why the YMCA”.

Our Y

The YMCA of Southwestern Ontario is a multi-service charity that provides opportunity for personal growth for all background, beliefs, and abilities. We employ over 2000 staff and 390 volunteers. Our Y provides programs and services to approximately 32,000 members and numerous non-member program participants and has an annual operating budget of approximately \$47 million. Our services are varied and include Child Care, Health, Fitness and Recreation, Newcomer Support, Camping and Youth Engagement.

As we continue to grow, we have a need for the following position:

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Date: July 31, 2020

Position: Full-Time Employment Specialist

Location: YMCA Centre Branch, 382 Waterloo St, London, ON

Start Date: As soon as possible

Hours: 40 hours/week

Benefits:

- A complimentary YMCA membership which encourages you to embrace the Y's philosophy of health and well-being
- A discount on our Childcare and Camp programs

Responsibilities:

- **Development of Employability Skills Training by researching, compiling, and formulating a flexible curriculum based on life skills, labour market, job search and employability skills information relevant to the specific needs of the program and its participants.**
- **Assist in the recruitment of eligible participants and in the development of their individualized Employment Action Plans (EAP).**
- **Delivery of Employability Skills Training in group and one-to-one formats as per program and participant needs. Virtual platform delivery.**
- **Liaise with community organizations to facilitate guest speakers/workshops and community supports for participants**
- **Provide one-on-one supports to participants requiring employment advice/guidance during their employment opportunity**
- **Conduct appropriate and regular follow-up activities with employers and program participants**
- **Maintain files and prepare documentation according to internal policies/guidelines and funders' requirements**
- **The Employment Specialist must understand boundaries, and uses good judgment in assessing whether our ability to assist a potential participant goes beyond internal capabilities of the organization to focus on those best suitable as per our mandates and resources**

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- **The Employment Specialist must ensure that documentation is completed and submitted within required time restrictions. Inaccurate or misunderstood information can result in severe consequences, i.e. budget slippage, undue hardship to participant, unmet target etc.**
- **The Employment Specialist must be able to ensure the program adapts to often changing circumstances, to effectively serve participant and employer needs while meeting deadlines**

Qualifications & Experience:

- Post-secondary education preferably in Employment/Career Counselling, Adult Education, Human Resources, Social Services, or combination of education and relevant work experience
- Computer skills utilizing MS Office applications including email, internet, and virtual delivery
- Excellent interpersonal skills, both written and verbal
- Strong organizational and planning skills
- Knowledge of second language
- Current First Aid/CPR certifications is an asset
- Current satisfactory Criminal Record Check and Vulnerable Position Screen is a condition of employment. This must be maintained for the duration of employment

Competencies:

Attention to detail
Problem Solving
Interpersonal Skills

Community Focus
Self Management
Managing Change

Strong Work Ethic
Teamwork
Communication

To Apply:

1. Submit resume and cover letter to:
Daniela Armenti, Regional Manager of Employment Services
daniela.armenti@swo.ymca.ca
2. Deadline for application is Friday August 7, 2020 at noon

We thank all applicants for their interest; however only those selected for an interview will be contacted.

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The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.