

## PQCHC – JOB POSTING

**PQCHC is an equal opportunity employer and values diversity in its workforce.**

**If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.**

<b>JOB TITLE:</b>	<b>Employment Counsellor</b>	<b>JOB #:</b>	<b>2018-0053</b>
<b>Status:</b>	Leave replacement contract from June 25, 2018 – August 30, 2019	<b>Hours:</b>	35 hours/week
<b>Benefits and eligibility:</b>	3% in lieu of group benefits; HOOPP pension plan eligibility	<b>Pay scale:</b>	\$26.254 – \$31.204/hour
<b>Application deadline:</b>	Friday June 1, 2018 at 4:00pm		

### Job Summary

The Employment Counsellor is responsible for delivering employment services geared to the needs of specific target groups within the full-suite employment model. The model includes the following components: Client Service Planning and Coordination, Resource and Information, Job Search, Job Matching, Placement and Incentives, and Job Retention. This position is responsible for working one-in-one with assisted service clients of the various employment services programs under Employment Services.

### Job Specific Responsibilities

#### Direct Client Service

- Provides direct one-on-one support to clients/families in a client-centered manner
- Manages client case loads
- Performs needs assessments for clients/families
- In partnership with the client and/or relevant stakeholders, develops, reviews and monitors client care plans
- Supports clients in their job search
- Monitor client care plans
- Assists clients/families to build support networks
- Provides assistance with intake/assessment processes
- Performs client follow-up as per program guidelines
- Monitor client attendance and report as required
- Provide financial supports to clients/families in keeping with program guidelines
- Track financial supports provided to clients/families
- Problem solves difficulties and celebrates successes with clients/families as appropriate
- Participates in regular chart reviews and case conferences
- Maintains awareness of current issues and developments in the respective field
- Establishes working relationships with relevant agencies/services that support client needs
- Makes referrals to other staff and/or agencies pertaining to relevant client issues
- Assist in promotional activities and client recruitment/outreach
- Provides information and resources to clients/families

### HUMAN RESOURCES

**Pincrest-Queensway Community Health Centre**

**1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7**

**Fax: 613-288-3407 email: [hr@pqchc.com](mailto:hr@pqchc.com)** (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

### **Administration and Clerical**

- Maintains electronic/paper client records and protects the confidentiality of the information
- Performs administrative functions as required by the program
- Assists in maintaining the program database by entering data, generating reports, supporting analysis, and regular auditing of data integrity
- Ensures all data is accurate and entered on a timely basis
- Collects statistics and prepares reports as required

### **Human Resources**

- Provides support and assistance to volunteers and/or placement students
- Covers-off volunteers/or placement students duties as required
- Provides staff training as needed

### **Teamwork and Collaboration**

- Maintain effective communication of information among internal and external stakeholders
- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program
- Attends and participates at team and general staff meetings as scheduled
- Participates in the evaluation component of relevant program
- Participates in the internal chart audit process
- Provides support to clients of team members as needed

### **Leadership**

- Foster an environment of continuous learning through staff mentoring and development

### **Other**

- Reduce barriers to access for the populations served by the program

### **Qualifications**

#### **1. Education**

- Bachelor Degree in Social Sciences or related field or equivalent combination of experience and education

#### **2. Professional Experience**

- 3 to 5 years experience in the following areas:
  - employment counseling in related field
  - experience in employment related initiatives

#### **3. Key Competencies**

- Knowledge of issues, trends and legislation in the employment field and the labour market
- Certified in, or have demonstrated knowledge of common assessment tools
- An understanding of the factors affecting employability
- Knowledge of adult learning principles
- Knowledge of community and social service resources, in particular services for job seeker

**4. Linguistic Profile (for Centres with French Language Service Designations)**

- Under the Centre's designation to provide French Language Services
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
  - English (oral expression): A (required)
  - English (oral comprehension): A (required)
  - English (reading comprehension): A (required)
- Other languages an asset

**5. Personal Suitability/Other Requirements**

- Flexible hours, particularly evenings on a rotational schedule
- Communication skills, both oral and written, for a variety of audiences