

Employment Specialist
1 – Permanent Position
Business Development & Community Services
CUPE Local 4400, Unit C - Grade L (12 month)
\$36.63 - \$43.01 per hour

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the supervisor of the project, the Employment Specialist will be responsible to the funding agency, Community Services management and the project clients for the development, delivery and promotion of a quality, outcome-focussed job search program in accordance with the contractual agreement.

Summary of Duties:

- Develop and update workshop materials;
- Prepare for distribution, appropriate handouts, readings and other materials that will assist the client through motivation, understanding, etc.;
- Research and develop new materials and teaching strategies that reflect the changing world of work and labour market conditions;
- Research and develop specific strategies and an understanding of the particular needs of the target population;
- Monitor and adapt program (workshop sessions) to meet the work search needs and capabilities of the client;
- Prepare day by day plan of instruction/activities which include comprehensive details of goals, objectives, timelines, resources and measurable outcomes;
- Conduct orientation session to inform clients about the project;
- Interview potential clients;
- Select clients for each program intake based on contractual guidelines;
- Coordinate room and activity schedule for clients;
- Deliver workshop sessions using adult learning and group facilitation strategies to motivate and inform clients;
- Instruct clients how to develop work search plans and perform job search activities;
- Advise clients about their employment goals;
- Provide one-to-one client coaching, mentoring, emotional/professional support;
- Maintain client confidentiality;
- Conduct client follow up on job status after the program is complete.
- Assist in directing clerical staff in their daily activities, as required;
- Maintain accurate records;
- Prepare written and statistical reports for accountability purposes;
- Maintain client register of attendance or other reports as required by the funding agency.
- Conduct outreach to community/industry to promote clients/program;
- Maintain strong working relationship with co-workers, other program staff, management, funder and other community organizations, where applicable;
- Utilize funder reporting tools;
- Assist in the development of marketing strategies to promote program to agencies, universities, colleges, government organizations, professional associations and businesses through special events or direct communication;

- Participate on committees that contribute to the sharing of information within the sector or other agency/related programs/services;
- Review program activities on a regular basis;
- Respond to changes, suggestions of funder;
- Assist in organizing meetings or other special events to promote the program. Participate in events, including Job Fairs, Job Expos, Forums or Guest Speaker events in accordance with School Board and funding protocols; and
- Other related duties as assigned.

Qualifications:

- Two-year Career and Work Counsellor college diploma with two years' experience in an adult education setting or an equivalent combination of education and experience;
- Successful training, facilitating, or counselling experience in an adult education setting;
- Knowledge of current labour market conditions and work search strategies;
- Familiarity with the needs of the unemployed and understanding all aspects of employability;
- Strong organizational skills and communications skills including presentation skills;
- Ability to take initiative, work independently and maintain confidential information in a circumspect manner; and
- Proficient keyboarding and computer skills which include the use of e-mail, internet and word processing; and
- Ability to communicate effectively with customer service focus.

Note: This is an externally funded program, dependent on renewal of funding each year, subject to cancellation by funder with two weeks' notice. Program presently has funding to February 28, 2025 with the possibility of an extension.

Paid Holiday & Vacation: Employee entitlement is in accordance with the provisions for Externally Funded Programs as outlined in the *CUPE 4400 C Collective Agreement* (Article T and Article U)

Special Requirements:

- Require some travel across the TDSB.

Hours: 35 hours per week

Location: 3850 Sheppard Avenue East, Unit #175 (Hybrid Work Eligible)

Work Year: 12 Month

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-24-0164UFE** in the subject line
3. Apply no later than 4:30 pm on **October 1, 2024**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103, Flexible Working Arrangements](#) for more information.