

Immigrant Centre Manitoba Inc.

Employment Opportunity

Position title: Employment Facilitator

Terms of Employment: Temporary Position (35 hours per week)

Dates: From October 1, 2021 to August 31, 2022 (11 months)

Hours of work: From 8:30 am to 4:30 pm

Salary: As per CUPE collective agreement

About

The Immigrant Centre is a non-profit organization that provides quality and innovative immigration and settlement services to newcomers to Manitoba. The Employment Services Department provides employment support to newcomers looking for employment in Manitoba.

POSITION SUMMARY

Under the general direction of the Manager of Employment Services, the Employment Facilitator is responsible for assisting clients in securing employment, monitoring, documenting and maintaining accurate client employment data, and participating as a proactive member of the Employment Team.

RESPONSIBILITIES

#1 Assisting clients in securing employment - 60%

1. Conducts client assessments focusing on employment and refers clients to appropriate resources for non-employment issues
2. Develops short and long term action plans
3. Writes resumes, cover letters and reference lists
4. Develops and facilitates workshops on Canadian job search, interview techniques and strategies, workplace culture, and job club sessions
5. Provides individualized coaching support on job search and interview techniques and strategies for clients with varying English levels (Basic-Advanced)
6. Markets individual clients and advocates to employers on their behalf to facilitate job placement
7. Provides ongoing monitoring and coaching support
8. Stays current with industry standards, employment and education trends and requirements

#2 Monitoring, documenting and maintaining accurate client employment data – 20%

1. Input and maintain client information and progress on SPRS, ICARE, Immigrant Centre data base and employment files in the form of paper and electronic
2. Generates and submits monthly activity reports to the manager

#3 Participating as a proactive member of the Employment Team – 20%

1. Creates, develops and maintains contact with employers to facilitate employment opportunities
2. Represents the Immigrant Centre through the development and delivery of employment presentations to community organizations
3. Participates in employment related events
4. Ensures effective two way communication between Employment Team and Immigrant Centre
5. Participates actively in professional development and training opportunities
6. Assists and supports other Employment Facilitators when needed, or as directed by the Manager
7. Other duties as assigned

QUALIFICATION REQUIREMENTS

- Related college diploma or degree in social sciences or an equivalent combination of experience and education may be considered
- Demonstrated knowledge and experience working with newcomers
- Experience in individual and group employment counseling or related experience
- Must be client service oriented and possess excellent communication and interpersonal skills, with the ability to relate and empathize with the needs of immigrants from diverse ethno-cultural backgrounds
- Experience in case management in an integrated social environment
- Demonstrated ability to prioritize caseloads, multi-task, and meet deadlines on time
- Demonstrated ability to work within a team environment, and under minimal supervision
- Working knowledge of Microsoft Office including Word, Excel, and Power Point; e-mail and internet browsing
- Ability to communicate in a second language besides English & French is an asset
- Have experience working in a unionized environment
- Cultural sensitivity
- Commitment to lifelong learning
- Valid Manitoba Class 5F Driver's License with access to reliable vehicle as some travel is required
- Must have a clean criminal record check

BENEFITS

- Health benefits through Great West-Life (after 6 months of employment)
- Pension Plan
- Parking (subject to availability)
- Generous holiday benefits
- Professional Development Allowance
- Mileage reimbursement for work-related travel

As an organization providing services to newcomers, we embrace diversity in our workplace. Women, visible minorities and individuals with disabilities are encouraged to apply.

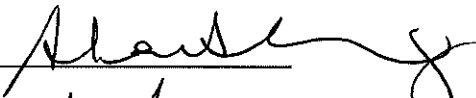
TO APPLY

Please send your cover letter and resume to Amie Membreno, Manager of Employment Services at amembreno@icmanitoba.com

CLOSING DATE

Friday, September 17, 2021 at 4:00 pm.

No phone calls please. We thank all applicants, however only those selected for an interview will be contacted.

Union Steward: _____ 

Executive Director: _____ 