



THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Ontario Works Division

Requires a

Three Month Temporary Employment Facilitator

This position reports to the Manager of Employment Services and is responsible for the direct facilitation of employment workshops and assisting clients on a one-to-one basis through the County of Wellington Employment Resource Centre. Duties include, but are not limited to: assisting in the development and delivery of employment and life skills workshops, assisting clients in the employment resource area, being an active member of a professional employment team, and promoting re-entry into the labour force through motivated interactions with unemployed/underemployed clients. The position will also organize and facilitate meetings and employment related special events as required.

The minimum qualifications for this position include:

- High school graduation plus an additional programme of over one and up to two years in Social Services or a related area.
- Over one year experience in the human services field, with well-developed client service skills and the ability to conduct in-depth assessments.
- Excellent presentation and communication skills.
- Excellent customer service skills and the ability to deal tactfully with participants, internal staff, community agencies and the public.
- Ability to adapt established methods or procedures such as Ontario Works legislation, internal policies and community resource guides.
- Knowledge of the Ontario Works Act and other relevant legislation.
- Excellent knowledge of computers, software programmes, and databases
- Valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

This position offers a benefit package and an hourly range of \$28.12 to \$32.79 (2019 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #124-19 by Thursday, September 12 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Employment Facilitator	Reports to: Manager of Employment Services
Department: Social Services	Division: Ontario Works
Effective: January 2007	Revised: July 2018

BASIC FUNCTION:

This position reports to the Manager of Employment Services and is responsible for the direct facilitation of employment workshops and assisting clients on a one-to-one basis through the County of Wellington Employment Resource Centre. Duties include, but are not limited to: assisting in the development and delivery of employment and life skills workshops, assisting clients in the employment resource area, being an active member of a professional employment team, and promoting re-entry into the labour force through motivated interactions with unemployed/underemployed clients. The position will also organize and facilitate meetings and employment related special events as required.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Manager of Employment Services, the Employment Facilitator has the following duties and responsibilities:

- Interview clients to assess their employability, set goals, and make referrals to appropriate programmes and services.
- Facilitate both group and individual employment and life skills sessions to enhance client employability.
- Assist in the enhancement of existing employment programmes and/or be an active participant in the development of new programmes.
- Provide a motivational atmosphere to assist people to develop career goals, improve life skills, and increase their self-esteem to prepare them for employment.
- Be a resource for both current labour market opportunities and required employment skill sets, and make appropriate referrals.
- Collaborate with other employment providers, employers and community partners to provide employment services.
- Assist people in reaching their employment goals.
- Complete programme and participant evaluations including follow-ups and reports.
- Assist with the coordination of community based projects and events that require collaboration with a variety of agencies.

ACCOUNTABILITY:

- Excellent organizational skills; actions in this position could result in minor loss of time or resources. Must provide clients with correct information and maintain accurate records.

PHYSICAL EFFORT AND WORKING CONDITIONS:

- Medium activity of intermediate duration such as standing to deliver workshops.
- This position has occasional exposure to minor hazards, such as rudeness and profanities from clients.

CONTACTS:

This position deals with requests, settles complaints and clarifies information with the following:

Internal: Social Services staff at all levels.

External: Clients, local businesses and representatives of professional agencies/governments.

MINIMUM QUALIFICATIONS:

- High school graduation plus an additional programme of over one and up to two years in Social Services or a related area.
- Over one year experience in the human services field, with well-developed client service skills and the ability to conduct in-depth assessments.
- Excellent presentation and communication skills.
- Excellent customer service skills and the ability to deal tactfully with participants, internal staff, community agencies and the public.
- Ability to adapt established methods or procedures such as Ontario Works legislation, internal policies and community resource guides.
- Knowledge of the Ontario Works Act and other relevant legislation.
- Excellent knowledge of computers, software programmes, and databases
- Valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check.
- Proof of Education.
- Valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- Regular travel required to deliver workshops and presentations outside of the office.

OTHER:

- Location: 138 Wyndham Street North, Guelph.
- Regular Work Hours: 35 hours per week.
- Collective Agreement between the County of Wellington and CUPE Local #973.