

## **MEMORANDUM**

**FROM: Gillian Watters, Program Director**

**RE: Competition No. 380**  
**Employment Advisor – Kingston sites**

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Please accept this memorandum as notification that a full-time Employment Advisor is being considered with a focus on the Kingston area. In the interests of time, we are recruiting both internally and externally simultaneously.

**Projected start date:** 6<sup>th</sup> March, 2017

**Job Classification:** Level V

**Hours Per Week:** 35

### **Position Summary**

*The primary purpose of the Employment Advisor is to provide comprehensive employment-focused case management; to help job seekers to develop job readiness skills and training; and to provide placement and retention assistance to assist job seekers to find and maintain employment. The Employment Advisor will meet one-to-one with clients and assist them to define and then attain their employment or educational goals. This will involve career exploration, vocational testing, job search coaching and resume development with clients. S/he may also develop and facilitate job search clinics to be delivered in-house, which support job search and job maintenance skills. Employment Advisors are responsible for remaining current on labour market information: salaries, working conditions etc. S/he will, under the direction of the program supervisor, effectively maintain client caseloads and meet all activities and targets of the designated program area(s).*

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### **Competencies Required**

- a. Thorough knowledge of funding parameters, eligibility criteria, KEYS programs, MAESD reporting guidelines and file maintenance protocols.
- b. Ability to counsel clients in a supportive, solution-focused manner
- c. Ability to advocate to employers, training providers and other service providers, on behalf of individuals requiring assistance with the job search
- d. Ability to facilitate experiential workshops and group sessions in a positive and dynamic manner
- e. Thorough knowledge of all facets of job search and career development including current labour market trends
- f. Flexibility, creativity and effectiveness in working collaboratively in a cross-departmental team.
- g. Ability to deal with sensitive issues with discretion and to respond positively to challenges;
- h. Demonstrated good judgement and a clear understanding of appropriate service boundaries.
- i. Ability to promote confidentiality as a norm
- j. Must possess strong interpersonal skills and the ability to work and communicate effectively within a team environment; strong computer skills
- k. Must treat all individuals with equal respect and interact in a tactful, supportive, professional manner
- l. Comfort working autonomously in off-site locations and promoting KEYS programs and services in those communities

## **Qualifications**

- a. Minimum of 3 years post-secondary, preferably in a related field with preference given to a degree in Human Services.
  - b. Minimum of 2 years professional experience in information and referral, case management, and/or employment field with adults.
  - c. Experience working with vulnerable populations in a teaching or counselling capacity
  - d. Demonstrated understanding of vulnerable populations; labour market; local employer base; social services and education institutions in the Kingston area.
  - e. Ability to work with limited supervision and considerable self-direction.
  - f. Ability to work effectively in a multi-cultural environment with co-workers, clients and partners.
  - g. Willingness to comply with the established agency performance standards which includes: productivity/personal responsibility; customer centred service; collaborative team performance; entrepreneurial attitude and maintaining a high level of professionalism.
  - h. Strong presentation/facilitation skills; high comfort level in public arenas.
  - i. Excellent communication skills: verbal and written in English.
  - j. A second language will be considered a definite asset (French and/or Arabic preferred).
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## **Work Environment (Equipment, Demands and Hazards)**

- a) Office setting in Kingston with occasional travel to other sites within the Greater Kingston area.
- b) 35 hours per week with occasional early morning, evening or weekend activities. Must be able to work a flexible work schedule, including some evenings as necessary.

*This competition will close at 4.00 pm on Wednesday, 22<sup>nd</sup> February, 2017*

**If interested, please apply at: [apply@keys.ca](mailto:apply@keys.ca)**

KEYS is committed to employment equity. We encourage members of the designated groups to apply and self-identify. KEYS is also committed to an inclusive, barrier-free selection process. We will make appropriate accommodations throughout the recruitment and selection process for applicants with disabilities. To obtain a copy of this posting and job description in an alternative format or to request any accommodation please contact us directly through [apply@keys.ca](mailto:apply@keys.ca) or by phone at 613.546.5559 TTY: 613.546.0511. Information received relating to accommodation requests will be addressed confidentially.