

Employment Development Centre

Job Description

Position: Employer Facing Facilitator – 40 hours

Supervisor: Manager

Job Summary:

Under the direction of the Manager, the Employer Facing Facilitator will be responsible to Facilitate group or individual learning sessions leading to enhanced employment related knowledge and skill acquisition and to secure, monitor and evaluate work placements for the participants of the Employment Development Centre. The Employer Facing Facilitator will also be required to counsel, assess and monitor participants while clarifying employment and education needs both on-site and on work placement. Activities may occur in one-on-one interview meetings, community based work placements and/or workshop settings.

Regular Duties and Responsibilities:

- Prepares and presents workshops to enhance participant employability, includes life and job development skills necessary to identify, obtain and retain employment:
 - Presents course materials demonstrations and audio-visual materials appropriate to the curriculum and the learning needs of assigned participants.
 - Provides supplemental instruction, coaching and tutoring as needed to assure the learning objectives of the program.
 - Advises the Manager of issues related to participant curriculum.
- Initiates group or individual learning sessions for all participants completing work experience placement to:
 - Discuss placement outcomes and level of sponsor/participant satisfaction.
 - Resume building workshop (updates to resume as a result of training).
 - Interview preparation workshop.
 - Compilation of target sheets (job search booklets), goal setting and future planning.
 - Completion of Cover Letters as required.
 - Supported Online Job Search.
- Identifying and researching employment opportunities for participant experience and career placement.

- Negotiating and contracting with employers for jobs to provide participants with career-related work experience.
- Conducts Employment Evaluations and prepares individual progress reports with recommendations based on participant performance.
- Documents, records and follows through on all participant issues requiring outside intervention/referral.
- Advises the Manager of issues related to participant concerns, curriculum, work placements or employment.
- Oversees and maintains all participant records according to Work Activity Program guidelines.
- Evaluates the effectiveness of program and makes recommendation to the Manager.
- Participates in committee and agency designated meetings.
- Performs other related duties as assigned.
- Follows Horizon Achievement Centre Policies and Procedures.

Contacts:

Internal:

Manager
 Intake Facilitator
 Assessment Facilitator
 Administrative Assistant
 Vocational/Essential Skills Instructors

External:

Business Community
 Employment and Education Networks

Qualifications:

- Post-secondary education in the Human Services Field and/or experience working with individuals with barriers to employment.
- Instructional experience.
- Direct job development experience.

- Working knowledge of computer applications and strong communication skills.
- Valid driver's license with access to a reliable vehicle.
- Training in Non-Violent Crisis Intervention, First Aid and CPR considered an asset.

Personal Attributes:

- Strong communication skills both verbal and written
- Ability to work independently or as part of a team
- Excellent organizational skills
- Effective problem solver
- Shows initiative/motivation
- Ability to facilitate team approaches to problem solving.
- Willingness to accept responsibility for all decisions.
- Must provide own transportation.