



TIMES CHANGE  
WOMEN'S EMPLOYMENT SERVICE

## **EMPLOYMENT COUNSELLOR**

### **Permanent Position**

Times Change Women's Employment Service is a non-profit community agency providing employment and educational counselling for women. We are seeking an experienced Employment Counsellor for group facilitation and one-on-one counselling.

#### **Responsibilities:**

- Facilitate group workshops on Career Planning (10 session workshop over 5 weeks), Job Search techniques (4 consecutive sessions in 1 week), and the Getting Started orientation to Times Change services
- Provide individual employment counselling to assist clients with career decision making, job search, and barriers to employment
- Keep all client statistical records, including entering client case management information into EOIS-CaMS database
- Research information about labour market and employment trends
- Follow up with clients on a regular basis and report on progress/results
- Perform administrative duties including: regular front desk shifts and the compilation of monthly statistics
- Work with Job Developer to assist with client placements, and administer client supports
- Participate in agency committees
- As part of the Collective, participate in decision making, funding/fundraising activities, and sharing responsibility for the day to day management of the agency including regular attendance at staff meetings

#### **Qualifications:**

- Experience in career and job search counselling, with both groups and individuals
- Post-secondary education in a related field
- Strong counselling, facilitation, communication, and interpersonal skills
- Solid knowledge of employment and labour market trends
- Ability to compile and maintain statistics
- Computer skills: EOIS-CaMS, MS Office, the Internet
- Strong administrative skills, detail-oriented, and well-organized
- Sensitivity to issues of diversity
- Keen awareness of issues facing women
- Commitment to working in a Collective with the ability to self-manage
- Second language is an asset

**Hours: 35 hours per week**

**Pay: \$28.44 per hour plus extended health benefits**

**Start Date: 4 January 2015**

**Please email your résumé and cover letter to: [hiring@timeschange.org](mailto: hiring@timeschange.org)**

**Cover letters are to be addressed to: Hiring Committee**

**Application Deadline: 16 November 2015 at 5pm**

**No phone calls or email inquiries please.**

**This position is part of OPSEU Local 512.**

**We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team. As an agency providing front line service to women, only those who are qualified and identify as women will be considered.**

**We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted.**