

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

**As we continue to grow, we have a need for the following position:**

**Position/Term:** Employment Specialist for the Youth Employment and Skills Strategy Employment Program (YESS) Service Canada

**Location:** Windsor Learning Centre YMCA, 500 Victoria Ave., Windsor, ON

**Start Date:** Immediate

## Qualifications & Experience:

- Post-secondary education preferably in Employment/Career Counselling, Adult Education, Human Resources, Social Services, or combination of education and relevant work experience
- Computer skills utilizing MS Office applications including email, internet, and virtual delivery
- Excellent interpersonal skills, both written and verbal
- Strong organizational and planning skills
- Knowledge of second language
- Current First Aid/CPR certification is an asset.

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- Current and acceptable Criminal Record Check with Vulnerable Sector Screening is a condition of employment for all staff and volunteers.
- It is a YMCA of Southwestern Ontario requirement that all employees and volunteers be fully vaccinated against COVID-19. Exemptions will be granted upon receipt of acceptable proof of a permissible Human Rights Code ground.

## **Compensation/Benefits:**

- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Vacation entitlement in accordance with the employment standards regulations
- May be entitled to up to 12 paid personal days – applicable with position and contract length.
- Benefits package - applicable with position and contract length
- \$24/hr

## **Schedule:**

- **Full-Time Contract, 40 hours/week, Mondays to Fridays, 8:30 am-5 pm on site delivery**

## **Responsibilities:**

- YMCA of Southwestern Ontario policy and procedures
- Act as a YMCA ambassador, demonstrating YMCA core values in your daily work.
- Development of Employability Skills Training by researching, compiling, and formulating a flexible curriculum based on life skills, labour market, job search and employability skills information relevant to the specific needs of the program and its participants.
- Assist in the recruitment of eligible participants and in the development of their individualized Employment Action Plans (EAP).
- Delivery of Employability Skills Training in group and one-to-one formats as per program and participant needs. Virtual platform delivery.
- Liaise with community organizations to facilitate guest speakers/workshops and community supports for participants.
- Provide one-on-one supports to participants requiring employment advice/guidance during their employment opportunity.
- Conduct appropriate and regular follow-up activities with employers and program participants.
- Maintain files and prepare documentation according to internal policies/guidelines and funders' requirements.
- The Employment Specialist must understand boundaries and uses good judgment in assessing whether our ability to assist a potential participant goes beyond internal capabilities of the organization to focus on those best suitable as per our mandates and resources.
- The Employment Specialist must ensure that documentation is completed and submitted within required time restrictions. Inaccurate or misunderstood information can result in severe consequences, i.e. budget slippage, undue hardship to participant, unmet target etc.

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- The Employment Specialist must be able to ensure the program adapts to often changing circumstances, to effectively serve participant and employer needs while meeting deadlines.

## To Apply:

1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, and resume: **Roopa Tharuvai, Employment Specialist**, [roopa.tharuvai@swo.ymca.ca](mailto:roopa.tharuvai@swo.ymca.ca) by Friday, November 29<sup>th</sup>, 2021 at 5 pm.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.**

Want to know more about us, visit us at: <https://www.ymcaswo.ca/> <https://www.facebook.com/YMCAofSWO/>