

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 a 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 a 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 in the region to share our vision of a healthy community?

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

Position: Employment Specialist

Location: YMCA Windsor Learning Centre – 500 Victoria Ave, Windsor ON

Start Date: Immediate

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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 certifications is an asset
- Current satisfactory Criminal Record Check and Vulnerable Position Screen is a condition of employment. This must be maintained for the duration of employment
- It is a YMCA of Southwestern Ontario requirement that all employees and volunteers have a minimum of two vaccinations against COVID-19. Exemptions will be granted upon receipt of acceptable proof of a permissible Human Rights Code ground. This requirement has been *suspended* effective June 30, 2022. It may be reinstated in future should the state of public health in our communities require it.

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

Schedule: Temporary Full- time Contract, 40 hours/week Monday to Friday 8:30 am – 5 pm, hybrid schedule

Responsibilities:

- 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

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- Provide one-on-one supports to participants requiring employment advice/guidance during their employment opportunity
- Connect with local, regional or national employers based on the employment goals, interests, needs of participants as part of their Quality Employment Opportunity (QEO)
- Complete appropriate paperwork for participants QEO as per policies/guidelines and funders' requirements
- 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 targets etc.
- The Employment Specialist must be able to ensure the program adapts to often changing circumstances, to effectively serve participant and employer needs while meeting deadline
- Post-Secondary degree or diploma in a related educational field
- Experience in employment services preferred
- Strong understanding of MS Office Suite products and other data management products (Survey Monkey, etc.).
- Experience with giving presentations; leading virtual education webinars for participants, employers and community partners

To Apply:

1. In your cover letter, specifically state the position you are applying for and the location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, resume, and applicable attachments by email to:
Ray Kurniawan, Program Coordinator at ray.kurniawan@swo.ymca.ca by Monday April 3, 2023 at 5:00PM EST.

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

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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/>**