



springboard

CONNECT. INSPIRE. ACHIEVE.

ABOUT US

Springboard's mandate is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

WHO WE ARE

People are at the centre of everything we do. We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a pension plan that helps support our people in all aspects of their lives.

Internal / External Job Post

Employment & Recruitment Specialist EMP-U21-75_R2

THE OPPORTUNITY

Job Class ♦ Union
Department ♦ Employment Services
Location ♦ Toronto, ON
Status ♦ Temporary – 6 months Contract
Pay Rate ♦ \$48,211.46
Vacancy Number ♦ EMP-U21-75_R2

Available ♦ Immediately
Hours/Shifts ♦ Monday to Friday 9 am – 5 pm, some evenings and weekends may be required. Schedules are subject to change to meet departmental needs

The Employment and Recruitment Specialist reports to the Supervisor, Employment Services and will provide assistance, counsel and information to clients in all aspects of employment search and career planning, which will include, assessing for eligibility and suitability for the Employment Services program.

WAYS YOU CAN CONTRIBUTE

- **Case Management/Coordination** – responsible for assessing client's strengths and areas of development, advocacy for clients looking for employment, referrals employers and coordinating pre-employment supports with clients and employers. Responsible for providing individual counseling and support in employment and job retention.
- **Job Placements/ Expenditure Relations** – Through job matching and job carving, negotiate financial incentive contracts (subsidized) and non-subsidized contracts with Employers to find suitable placements for clients.
- **Implement realistic training** goals with reasonable timelines with the client.
- **Workshop Facilitation** - facilitate various life skills/employability sessions in a classroom setting (virtual or in-person), for individuals with multiple barriers to employment.

- **Community Partner Liaison / Employer Outreach** - Network, advocate and educate community partners on program, client and Employer needs
- **Conflict Management** – may need to manage challenging behaviors in a classroom setting, including offering support and suggestions to local resources to support clients in need
- **Administrative Duties/Client Records Maintenance** Prepare case management documentation as required.

WHO YOU ARE

- Post-secondary education in Marketing, HR and/or Human Services and/or a combination of education and experience in Employer outreach, marketing and placement of multi-barriered clients.
- Minimum one (1) year experience in Sales and Marketing.
- Demonstrate strong research and analytical skills, including a firm grasp of statistics
- Understand Employer Stipend programs including: the ability to negotiate on-the-job training opportunities and experience effectively managing subsidy dollars
- Knowledge of current labour laws and workplace health and safety legislation
- Clear understanding of market perceptions, and the ability to understand an Employer's staffing needs
- Able to match and place clients in employment or educational/vocational skills training through subsidized placements
- Capable of collecting and disseminating of labour market information to clients regarding job openings, entry and skill requirements and other occupational information
- Able to communicate effectively in English for group facilitation, dissemination of ideas, instructions and information in a clear and concise manner and able to adjust communication style for recipient needs.
- Can exercise discretion and handle confidential information appropriately as per funder and legal standards
- Can prioritize, plan and organize work in a fast paced environment in order to meet tight deadlines and deliver results according to program guidelines;
- Able to meet and deal with staff, clients, employers and the public tactfully and courteously
- Effective in crisis intervention and able to diffuse confrontational situations
- Can compile accurate financial and statistical information
- Can travel to other Springboard locations;
- Written communication skills in English, to communicate ideas, instructions, and information in a clear, concise manner

Preferred Qualifications

- University degree strongly preferred.
- Valid First Aid and Safe Management Certifications
- Given amount of travel required, access to a vehicle would be considered an asset
- Ability to communicate in French, verbally and in written form

APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

The Deadline for Applications is October 11, 2021 at 4:00 pm. Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to careers@springboardservices.ca.

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.