



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

Springboard's mission 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 Specialist - YJC EMP-U22-35

### THE OPPORTUNITY

- Job Class** ♦ Union
- Department** ♦ Employment Services – Youth Job Connection Program
- Location** ♦ 3195 Sheppard Ave E, Toronto ON (Scarborough)
- Status** ♦ Full-time Permanent
- Pay Rate** ♦ \$48,693.57
- Vacancy Number** ♦ EMP-U22-35
  
- 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 Specialist will provide assistance, counsel and information to clients on all aspects of employment search and career planning including assessment for eligibility and suitability for the Youth Job Connection program. The position encompasses the primary functions of intake, assessment, documentation, case management, group facilitation and program development to provide clients with employment, educational/vocational training through subsidized placements; in addition to the training and orientation of staff, students and volunteers. The position involves liaising, building and maintaining positive relationships within the community to facilitate community engagement.

### WAYS YOU CAN CONTRIBUTE

- **Case Management/Coordination** - Formally meet with each client on a daily basis and participate in the co-ordination, facilitation, assessment evaluation of client programming, case conference; and client return to work action plans. Accurate assessment of client needs and plan and identify achievable goals for clients. Communicate level of risk and needs to staff, students and volunteers through clients' profile and data. Evaluate client goal and employment development and programming as per Springboard and funder's guidelines.

- **Workshop Facilitation** - Develop, facilitate and evaluate group/individual training workshops for individuals and groups in such areas as: career exploration, job search techniques, employability skills, resume writing, interview techniques, cover letter writing and essential/life skills. Provide clear teaching and instruction to clients with regards to pre-employment issues and follow-up as appropriate.
- **Community Outreach/Committee Membership** - Conduct community outreach and assist with the placement of clients, and advocate on the clients' behalf when making referrals or conducting outreach. Working relationship with community partners and/or external resources through networking, advocating and educating them on program / client needs.
- **Administrative Support** - Managing client forms and records, maintaining accurate timely documentation in client files of client involvement and interaction and update and complete follow-ups in CAMS. Generate and provide periodic statistical and financial reports and pertinent documentation in a timely manner and in accordance with agency and funder standards

## WHO YOU ARE

- Post-secondary diploma/degree in the social service field
- Two (2) years of recent related work experience in employment case management, employment counselling for and needs assessment of at risk youth and adults; facilitating and evaluating workshops in employability skills, career exploration and life skills; administration of aptitude and abilities tests and the use of the results for assessment and placement purposes.
- Demonstrated knowledge and understanding of practical application of and clear understanding of labour market trends, market perceptions and current labour laws.
- Demonstrated skills in: case management, intake, needs and risk assessment, appropriate referrals
- Demonstrated ability to communicate ideas, instructions and information in a clear and concise manner
- Demonstrated effective crisis intervention skills in diffusing confrontational situations and ability to deal with people tactfully and courteously.
- Exercise discretion and handle confidential information appropriately as per funder and legal standards
- Plan, organize and prioritize work in a fast paced and multi-faced environment in order to meet tight deadlines and deliver results according to program guidelines with minimal supervision and interruption in service delivery.

### Preferred Qualifications:

- Ability to communicate in French, verbally and in written form

## Vaccination Policy

**Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.**

Springboard Services continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

## 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 June 24, 2022 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](mailto: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.*