



**YMCA of
Niagara**

YMCA Employment Opportunity

Employment Coach

Employment & Immigrant Services – St. Catharines, Thorold, Niagara Falls

This is a full-time contract position until March 2022.

Salary: \$45,000 to \$ 47,761.35

Start Date: Immediate

Hours of work includes days, evenings and weekends. Travel between all 3 sites is required.

NOTE: This process will also establish a pool of candidates that may be used to fill similar vacancies (temporary, contract and permanent) within YMCA Employment Services over the next 6 months.

QUALIFICATIONS:

- University degree, college diploma or equivalent in Social Sciences, Adult Education or another related field
- Minimum 3 years' experience counselling and facilitating
- Experience working with a diverse group of individuals
- Experience with and knowledge of community resources throughout the Niagara Region
- Excellent verbal and written communication skills
- The ability to handle a large workload, project deadlines and to cope with stress
- G license and vehicle (to be able to travel to the different Employment Services offices as needed)
- Ability to utilize current technology including: Zoom, Microsoft Outlook, Google Docs, Excel
- Familiar with accessing based databases, Government database etc.
- A clear and satisfactory criminal reference check inclusive of the vulnerable sector search (CRC VSS) issued for the YMCA of Niagara

RESPONSIBILITIES:

- Conducts Ministry standardized Common Assessment Tool for purpose of funding level identification and program level placement
- Connects with outside agencies and other community groups to ensure target number of clients in each financial stream is being referred and served
- Measures client and employer satisfaction rates through completion of surveys
- Attends various internal and external meetings, representing the YMCA for the purpose of client case conferencing, professional development, community engagement and program improvement
- Provides guidance and support to clients and employers looking to utilize placement incentives and training supports
- Screens and validates employer eligibility for accessing government funded financial assistance; this includes verification of provincial guideline adherence to OSHA, ESA, Privacy legislation and confirming existing training plans, orientation and performance management systems
- Supports employers with recruitment and retention, establishing best practices for both and creating systems/processes where not evident to support them and future employees
- Required to analyze funding matrix to determine maximum funding dollars for assisted services in consultation with Coordinator or Employment Engagement and their Employment Coordinator
- Responsible for meeting expenditure targets regarding placements and other flow through dollars using decision matrix model and government/SSM (Service System Manager) i.e. the

The YMCA is a charity dedicated to building healthy communities.

The YMCA of Niagara delivers programs in Health & Fitness, Community Outreach, Child Care, Day Camp and Employment & Newcomer Services throughout Ontario's Niagara Region.

We are committed to nurturing the potential of children, youth and families, promoting healthy living and fostering social responsibility within the community.

Operating from 112 sites across Niagara, and supported by 1,500 employees and 840 volunteers annually, the YMCA has a positive impact on the health of over 92,000 individuals annually.

Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds and abilities through all stages of life. Through the YMCA Strong Kids campaign, the YMCA is accessible to all.

*Building healthy
communities*



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RESPONSIBILITIES continued:

- Assist with the development and delivery of various employment-based workshops on a monthly basis and job fairs; these include MLTSD designated session as well as the mandated 5 Day Readiness Pre-employment session as outlined and measured by the SSM
- Attain all Operational target measures to ensure long term sustainability of the employment program they are working within; # of Stream A, Stream B, Stream C targets attained, # of clients that leave in each stream to employment that is greater than 20 hours per week; skills assessment, career assessment, labour market evaluations, job search skills and resourcing tools including resume development, interviews and specific skills training
- Attain all Pay for Performance outcome measures including employment retention and workforce re-engagement that secures additional operating dollars to ensure long term sustainability and full cost recovery of services rendered; 100% of clients exited to employment will be provided with these supports and outcome targets for sustainable employment must be met at 1, 3, 6, 9 and 12 months to ensure no negative financial impact to the association Completion of various components in the government management system (EOIS - CAMS) and in the SSM Case Management System (FedCap CARES). This system is monitored weekly for accuracy and goal completion by the SSM. Weekly reports are produced and each staff member measured based on performance
- Assist with the supervision and participation in the delivery of , job fairs and employer sessions with the Employer Engagement Coordinator
- Other duties as required

Interested applicants are invited to submit a cover letter and resume by no later than [February 24, 2021](#) to:

E: yjobs@niagara.ymca.ca

Please indicate **position and branch/cities** applying for in the subject line of your email. *Internal applicants are expected to notify their supervisor before applying. Only those applicants being considered for an interview will be contacted, which will be via email.*

Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.

For more information on other opportunities at the YMCA of Niagara please visit: ymcaofniagara.org

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