



Employment Opportunity

Date: October 10, 2018

Title of Position: Employment Support Practitioner

Program Locations: Halifax/Dartmouth

Terms of Employment: Full-time

Start Date: November 19, 2018

Situation:

The YMCA of Greater Halifax/Dartmouth provides programs and services to people in the Halifax Regional Municipality encompassing the cities of Halifax and Dartmouth and the surrounding communities, as well as across the province of Nova Scotia. The Association has over 165 years of a rich tradition in meeting the changing needs of the community. Our YMCA provides services encompassing Health and Wellness, Employment, Childcare, Residential and Camp, Immigrant Services and Leadership Development. The Association employs 150 full-time and part-time staff and the community benefits from the annual contribution of over 300 YMCA volunteers.

Nature & Scope:

The YMCA Nova Scotia Works Service Center delivers a comprehensive service for unemployed individuals in the HRM and surrounding areas. We provide one-on-one coaching, employment assessments, needs determination, case management, job development as well as linking clients to appropriate community resources. Reporting to the Manager of the YMCA Nova Scotia Works Service Center, the Employment Support Practitioner will provide supports and services to clients in the area of employment transition and maintenance. They will assist the client in reaching their maximum level of employment capacity.

Responsibilities Include:

- Provide support to clients transitioning to employment and at risk of losing employment
- Act as a liaison between client and employer to identify client/worker supports
- Develop plan to address barriers to employment as well as Job Carving
- Monitor, Evaluate and adjust Action plan as needed
- Provide follow up with clients and record outcomes
- Submit monthly statistical and activity reports to manager

Qualifications:

- Degree or Post-secondary education in Human Service field or related field of study or a combination of education and work related experience
- Experience in Micro Soft Word, Internet/ Email and use of data base programs
- Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check and proof of First Aid and CPR training. Employees will be required to attend YMCA child protection training.
- Valid driver's license and access to a motor vehicle is necessary for most positions.

Skills & Competencies:

- Good knowledge of community organizations, service providers, and referral agencies
- Ability to access and effectively use information and communication technology
- Adherence to inclusionary practice, ethical decision making, and respect for diversity
- Conduct research demonstrated networking, rapport building and communication skills
- Commitment to professional development and career self-management
- Proficient with MS Office applications and online communication tools

Related YMCA Competencies:

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience

Team Work: Participates actively in a team for organization effectiveness

Diversity: Appreciates that people with different opinions, backgrounds and characteristics bring a richness to the challenge or situation at hand

Problem solving: Identifies an issue, gathers and processes relevant information, comes up with possible solutions, selects appropriate responses and implements them

Integrity: Demonstrates responsible behavior at all times and maintains high ethical standards

Our organization is committed to ensuring a diverse and inclusive workforce through equitable participation of persons from diverse groups. All applicants who are members of an employment equity group are encouraged to self-identify.

To Apply:

Email your resume and cover letter in Word Format, merged into one document to: novascotiaworks@halifax.ymca.ca no later October 24, 2018 at 4 pm.

No telephone inquiries please.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.