



Employment Opportunity

Date: January 15, 2019

Title of Position: Career Counsellor

Program Locations: Cole Harbor, Eastern Passage, Musquodoboit Valley, Porters Lake and Sheet Harbor

Terms of Employment: Full-time

Start Date: February 4, 2019

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 of Greater Halifax/Dartmouth Employment Program 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 Employment Centers, the Career Counsellor will be responsible for working with clients to address barriers related to employment.

Responsibilities Include:

- Evaluate an individual's psychological functioning and personal resources within the context of career management
- Use psychometrics as required to assess interests, skills, personality and intellectual cognitive and affective functions
- Administer and interpret and analyze results of assessment tests
- Effectively use assessment processes, tools and resources
- Facilitate group sessions leading to enhanced employment related knowledge
- Participate on Committees and attend community meetings promoting Career NS Center and services

Qualifications:

- Degree in Social Work or related field
- 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
- Ability to research, demonstrate 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 Jan 28th, 2019 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.