



## **Employment Opportunity**

**Date:** January 15, 2019

**Title of Position:** Career Development Practitioner (Case Manager)

**Program Locations:** Main Street Location

**Terms of Employment:** Full-time

**Start Date:** Feb 4, 2019

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### **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 Practitioner will be responsible for Case Management and facilitating Employment readiness workshops and facilitating application processes for ENS funded programs with clients.

### **Responsibilities Include:**

- Conduct Needs Assessment
- Identify barriers to Employment
- Develop plan to address barriers to employment
- Manage Client Files and maintain client Database
- Monitor, Evaluate and adjust Action plan as needed
- Provide follow up with clients and record outcomes
- Submit monthly statistical and activity reports to coordinator

**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

**\*\*This is a designated position for African Nova Scotian\*\***

**To Apply:**

Email your resume and cover letter in Word Format, merged into one document to:  
[Novascotiaworks@halifax.ymca.ca](mailto:Novascotiaworks@halifax.ymca.ca) no later January 28, 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.***