

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Employer Liaison, Youth Employment	JOB #:	2018-0109
Status:	Contract from February 4, 2019 – March 31, 2020	Hours:	35 hrs/week
Benefits and eligibility:	3% in lieu of Group Benefits, 2 Weeks Leave; HOOPP pension eligibility	Pay scale:	\$26.924-\$31.675/hour
Application deadline:	Wednesday, January 16, 2019 at 12:00pm		

PLEASE APPLY DIRECTLY ON OUR WEBSITE

www.pqchc.com

Job Summary

The Employer Liaison is responsible for delivering employment services geared to the needs of specific target groups within the full-suite employment model. The model includes the following components: Client Service Planning and Coordination, Resource and Information, Job Search, Job Matching, Placement and Incentives, and Job Retention. Specifically, this position is responsible for providing employment and job development support primarily to youth while supporting the larger job development team to support job seekers of all ages.

Job Specific Responsibilities

1. Direct Client Service

- Manages employer/client caseloads.
- Performs assessments for employers and determines employer needs.
- Provides opportunities for employers and job seekers to connect.
- Develops subsidized job opportunities for job seekers.
- Monitors client placements with employers.
- Matches job seeker skills to employer needs.
- Negotiates placement incentive agreements with employers and job seekers.
- Establishes and maintains relationships/partnerships with employers.
- Ensures placement employers are able to provide safe and appropriate placement opportunities.
- Ensures placement employers comply with relevant legislations and meet program requirements.
- Provides direct one-on-one support to clients/families in a client-centered manner.
- Supports clients in their job search.
- Provides assistance with intake/assessment processes.
- Monitors client attendance and reports as required.
- Provides financial supports to clients/families in keeping with program guidelines.
- Tracks financial supports provided to clients/families.
- Problem solves difficulties and celebrates successes with clients/families as appropriate.
- Maintains awareness of current issues and developments in the respective field.
- Assists in promotional activities and client recruitment/outreach.
- Provides information and resources to clients/families.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

2. Administration and Clerical

- Maintains electronic/paper client records and protects the confidentiality of the information.
- Performs administrative functions as required by the program.
- Assists in maintaining the program database by entering data, generating reports, supporting analysis, and regular auditing of data integrity.
- Ensures all data is accurate and entered on a timely basis.
- Collects statistics and prepares reports as required.

3. Human Resources

- Provides support and assistance to volunteers and/or placement students.
- Covers-off volunteers/or placement students duties as required.
- Provides staff training as needed.

4. Teamwork and Collaboration

- Maintains effective communication of information among internal and external stakeholders.
- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program.
- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of relevant program.
- Participates in the internal chart audit process.
- Provides support to clients of team members as needed.

5. Leadership

- Fosters an environment of continuous learning through staff mentoring and development.

6. Other

- Reduces barriers to access for the populations served by the program.

Qualifications

1. Education

- Bachelor Degree in Social Sciences or related field or equivalent combination of experience and education.

2. Professional Experience

- 3 years experience in the following areas:
 - job development or employer relations
 - marketing, sales and promotions
 - employment related initiatives

3. Key Competencies

- Knowledge of issues, trends and legislation in the employment field and the labour market.
- Experience with, and sensitivity to issues facing job seekers.
- Proven ability to outreach to, and work with employers.
- Group facilitation experience.
- Knowledge of community and social service resources, in particular services for job seekers.

4. Linguistic Profile

- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - English (oral expression): A+ (required)
 - English (oral comprehension): A + (required)
 - English (reading comprehension): A + (required)
- Other languages an asset. Bilingual preferred.

5. Personal Suitability/Other Requirements

- Flexible hours, particularly evenings one evening per week on a regular basis.
- Ability to work with minimal supervision.
- Valid driver's license and access to a vehicle as position requires travel to other sites regularly.