

EMPLOYMENT PLACEMENT SPECIALIST

Insight Advantage Inc, a National Vocational Rehabilitation and Corporate Training company is currently seeking Independent consultants or Individuals to join our team within the Hamilton, Niagara, Windsor, London Regions.

Position Summary:

The Employment Placement Specialist will provide career counselling, job search training/assistance, and case management services.

The position encompasses the primary functions of intake, documentation, case management, facilitation, job placement, and program development to provide clients with employment. The position involves liaising, building, and maintaining positive relationships with referral sources and within the community to facilitate community engagement.

The Employment Placement Specialist will provide assistance, counsel, and information to clients on all aspects of employment search and career planning.

Essential Job Functions:

- Case management including intake, contracting, implementation and follow up
- To develop, facilitate and evaluate workshops in career exploration, job search techniques, resume writing, interview techniques, and essential/life skills
- Clear understanding of market perceptions, good motivation, work habits and strong interpersonal skills
- To assist clients in the development of appropriate work habits behaviours and attitude for the workplace
- To facilitate, develop, and evaluate group/individual training with regards to pre-employment issues including instruction in the preparation of resumes, cover letters, interview and job search techniques as well as life skills
- Prepare timely reports and documents
- Travel may be required, a car is an asset
- Maintain accurate documentation and provide statistical information as requested
- Quality assurance with respect to assigned tasks to ensure compliance with the program and Funder standards

Qualifications:

- Counselling and administrative skills acquired through post secondary diploma/degree in the social service field and related work experience
- Work experience in employment counselling, facilitate and evaluate workshops in career exploration as well outreach and marketing
- Ability to work well under pressure to ensure minimal interruption in service delivery
- Excellent verbal and written communication skills in English
- Effective case management skills include intakes and referrals
- Computer literacy
- Knowledge of current labour laws
- Self-directed, result-oriented team player
- Work experience in vocational rehabilitation, employment/career counselling
- Must hold or be able to obtain one of: CDMP, RVP, RRP, CVRP, CCVE, CCDP, or RTWDM
- Must be bondable and obtain a vulnerable sector police clearance.



www.insightadvantage.ca

- Valid Driver's License and Use of Personal Vehicle is a condition of employment.

How to Apply:

Interested professionals can apply by sending a copy of your CV to officeadmin@insightadvantage.ca

Candidates from diverse groups are encouraged to apply. We are committed to fostering an inclusive, barrier-free and accessible environment. If you have been contacted for an interview and require an accommodation to participate in the recruitment and selection process, please advise, and we will work with you to meet your needs.