



Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

EMPLOYMENT OPPORTUNITY

N.E.E.D.S. Inc. is pleased to invite applications for the following position:

Position Title: Career Coach

Service: Employment Service

Position Type: Full-time, 35 hours/week

Hours of Work: Weekdays, evenings and weekends (schedule changes based on needs of services and clients)

Salary: Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for a Career Coach position in our Employment Services. The Career Coach will work in a team environment to help immigrant and refugee newcomer youth (ages 16-29) develop employability skills through individualized coaching and group workshops, develop career plans, and obtain internship and job opportunities.

Main Job Responsibilities Include:

Service Delivery:

- Participating in the recruitment process, including: school orientation, employability assessment, candidate's selection and placing students in the appropriate stream
- Completing assessments and providing feedback for clients
- Assisting clients in identifying and dealing with barriers
- Assisting clients to define employment goals which effectively address their employment needs
- Developing short and long-term employment plans with clients
- Providing 1-on-1 job readiness sessions including organizing additional training opportunities
- Delivering job readiness workshops to develop employability skills in newcomer youth
- Providing clients with occupational and other labour market information such as nature of occupations, occupational requirements, vocational guidance material and employment related legislation and regulations
- Creating client resumes, edit and re-edit as required
- Promoting the use of job search techniques with clients
- Assisting clients to make well-considered employment and employment related decisions
- Developing supportive and productive relationships with newcomer youth
- Referring clients for psychosocial support as needed
- Referring clients to community resources and partners as needed

Administration:

- Monitoring and reporting on activities. Accurately building and maintaining client files in an effective and confidential manner
- Submitting reports and documents in a timely manner. Documentation may include but is not limited to registration documents, attendance, participant notes

- Participating in meetings and trainings
- Organizing workflow to accomplish established objectives. Ensuring tasks and progress are properly tracked and reported
- Completing other duties as assigned

Requirements:

- Post-secondary education in related fields or an acceptable equivalent/combination of education and experience
- Experience in career planning and job coaching to immigrant and refugee newcomer youth
- Experience instructing culturally appropriate and EAL friendly classes/group workshops
- In-depth knowledge of immigrant and refugee youth employment needs and issues
- In-depth knowledge of Canadian labour market and the nature of occupations, occupational requirements, vocational guidance material and employment related legislation and regulations
- Experience in career portfolio development
- Able to multi-task, problem solve and make decisions under pressure and think critically
- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Proficient in Microsoft Office and other relevant technology skills
- Self-motivated and able to work independently and as a team
- Excellent communication (oral and written) and organizational skills
- Able to provide current criminal record check and child abuse check at start of employment

Assets:

- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact of poverty on children, youth and families
- Experience in English as an additional language (EAL) instruction
- Additional languages other than English
- French level: Minimum intermediate to advanced
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVCI)

Please submit a resume and cover letter explaining your interest, qualifications and related experience, including language ability, by ***Tuesday, May 31, 2022.***

Attention: Human Resources
Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.
251 A Notre Dame Avenue, Winnipeg, MB, R3B 1N8

Or via email at: hrneeds@needsinc.ca
(Please combine the resume and cover letter into one document)

Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc. encourages applications from qualified candidates who reflect the diversity of the population we work with.

Only candidates selected for an interview/test will be contacted.