



Role: Career Pathway Counsellor - Accreditation Facilitator
Reports to: Program Manager
Location: Welcome Centre Immigrant Services (Markham)
Hours: 35 hours/ week
Compensation: \$26 - \$28 hourly
Terms: Full-time

Organization Overview

Social Enterprise for Canada (SEC) is a progressive charitable organization, dedicated to creating communities that exemplify Canadian values. SEC maintains its head office in Newmarket and provides direct human services for multiple programs, which include Supervised Access, EarlyON Child & Family Centres, Welcome Centre for Immigrant Services Newmarket and numerous Before & After School and licensed Childcare programs, providing excellence in delivery, through customer focus and high satisfaction, high impact and operational efficiency.

The Opportunity

The Career Pathway Counsellor/Accreditation Facilitator will be required to provide five integral parts of accreditation services: case management, direct services one-on-one counselling; group information sessions (general and sector-specific); portfolio workshops; and researching professions and contributing to a common AQIS research database. In addition to the general duties of a facilitator role, this position will include ongoing support to the Welcome Centre's system and developmental support to the AQIS program.

Key Job Responsibilities

- Facilitate client case management appointments using the Welcome Centre case management database system
- Prepare and facilitate one-to-one accreditation and qualification information sessions to clients, both in-person and virtually
- Develop individualized action plans as a tool to assist clients
- Research professions and record results in a database for communal use
- Design, develop and deliver information sessions, group sessions and workshops to clients, staff and community partners
- Complete appropriate follow-up activities to support clients and Welcome Centre/AQIS system
- Organize and prepare outreach materials for events
- Participate in outreach, open house and other events organized by SEC, AQIS and/or Welcome Centre's
- Meet both individual and team targets
- Contribute to the development and maintenance of program related materials and databases
- Conduct research according to AQIS research methodology
- Maintain accurate records, forms and reports as required
- Maintain up-to-date on program related knowledge, include: sector qualifications, licensing requirements, alternative careers, credential assessment, training & Bridging programs,

programs with work placement/network opportunities, and steps to gaining professional recognition

- Adhere to SEC, Welcome Centre and program policies and practices
- Support Welcome Centre system and programs
- Liaise across the Welcome Centre system, and internal partners as well as external referral agencies to promote collaboration
- Participates in SEC, team, Welcome Centre system and community meetings, as directed
- Participate in trainings and professional development engagements, as directed
- Other duties as assigned

Candidate Profile

- Post-secondary education in Social Services, Employment/ Career Counseling or related field.
- 2 years experience working with clients in a social service or employment setting
- Experience with community outreach, networking and project coordination
- Knowledge of barriers impacting immigrants in obtaining recognition of international education and work experiences
- Knowledge of Canadian education system and the National Occupation Code (NOC)
- Excellent verbal communication and group facilitation skills
- Ability to facilitate one-to-one client meetings and group sessions both in-person and through virtual technology
- Proven research and analytical skills
- Refined written skills
- Proficient use of Microsoft Word, Access, Excel and desktop publishing programs
- Multiple language skills are considered an asset.
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Ability to respond appropriately in pressure situations
- Good organizational, time management and prioritization skills
- Ability to work as a team member
- Ability to effectively perform job duties with minimum supervision

Other

- Legally able to work in Canada for a period of no less than 3 years
- Valid Ontario Driver's License, Reliable Transportation as travel will be a component of the role
- Current, vulnerable sector screening Required
- This position requires flexible hours and may require occasional evening or weekend hours
- Lifting and moving up to 10lbs may be required.
- Intermittent physical activity including walking, standing, sitting, bending, driving.

Interested candidates should send their resume and cover letter by July 28th, 2022 by submission to:

INSERT EMAIL ADDRESS

We appreciate all candidates for their expressed interest; however only those selected for an interview will be contacted.

COVID-19 considerations: To protect the health & safety of our employees, clients and suppliers, SEC has taken appropriate measures to ensure that sanitization and PPE protocols are maintained and that social distancing is observed wherever possible. SEC, as an employer, has an implemented vaccination policy for employees.

Social Enterprise for Canada is and equal opportunity employer. Accessibility accommodations are available on request for candidates taking part in all stages of the selection process.