



ACCES TALENT PIPELINE: FUTURE JOB OPENINGS

ACCES Employment is hiring!

As a leader in employment services, **ACCES** assists over 34,000 job seekers annually, in Canada and around the world. We deliver a range of customized employment programs both online and at our locations across the GTA which focus on connecting our clients with meaningful employment opportunities.

We are reviewing applicants for anticipated growth in 2019 and are looking for talented people interested in joining the ACCES team in the roles of:

Employer Liaison (Job Developers, B2B Recruiters) & Employment Consultant

Details on the job requirements for these positions are below.

Application Instructions

- To be considered for a position, please email your resume highlighting your skills and experience for the role to: HR@acesemployment.ca
- In the subject line of your email, please reference '**Talent Pipeline Future Job Openings**' and indicate the position you are applying for.
- Please make sure to tell us if you have been a client of ACCES Employment within the last year.
- Most importantly, please indicate your **preferred working location(s)** in the body of the email: Toronto, Brampton, Mississauga, North York, Scarborough, Markham.

Important Information

- **Positions are unionized.** Starting salary is **\$51,930.92** with progression per union salary grid and time in service.
- Candidates are typically hired on **one year contracts** with possibility of renewal



- ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidate may be requested to complete a **screening video interview using Spark Hire**.
- We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.
- We are strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation, gender identity or gender expression.
- **Note to Clients of ACCES Employment:** We thank you for your interest in working at ACCES. Unfortunately, due to our conflict of interest policy and funder stipulations, we are not able to hire clients who are currently receiving services from us and/or those who have received our services in the past year.

Job Requirements

Employer Liaison (Job Developers, B2B Recruiters)

If you are passionate about creating employment opportunities for job seekers and you are a natural networker/strong relationship builder then the Employer Liaison position is a match for you!

Employer Liaisons at ACCES network with employers to identify opportunities and make connections for job seekers,

Duties and Responsibilities Include:

- Provide culturally sensitive employment services in person and/or online, including one-to-one and group consulting
- Facilitate employment preparation, networking strategies and employability sessions
- Develop and implement marketing and outreach strategies to prospective employers
- Liaise with employers and community professionals to create competitive jobs and employment opportunities
- Plan and conduct job fairs, community outreach and networking events
- Monitor all client work placements, training plans and conduct on-going follow-up to ensure successful employment outcomes
- Integrate work with all ACCES staff, in particular with our Employment Consultant team
- Other duties as assigned.

Qualifications and Experience Requirements:

- Business Degree or equivalent

- 3 or more years of experience in job development, employer outreach, employment consulting and/or B2B recruitment and/or sales networking
- Demonstrated ability to conduct outreach\marketing of clients and services to employers
- Strong networking and engagement skills
- Excellent written and verbal English language communication skills
- Understanding of labour market information and trends
- Demonstrated ability to work and co-operate in a team
- Strong facilitation skills
- Excellent interpersonal skills and self-management skills to work effectively with clients, co-workers, outside agencies and employers.
- Strong organizational, planning and time management skills
- Experience working in an MSOffice environment; familiarity with Internet and databases
- Flexible to work occasional evenings and weekend hours
- Use of own vehicle is an asset in the position

Job Requirements

Employment Consultant

If you are part coach, part counsellor and proficient in providing career guidance, then the Employment Consultant position is exactly what you are looking for.

Employment Consultants at ACCES work closely with job seekers to guide them in their search for meaningful employment.

Duties and Responsibilities Include:

- Provide culturally sensitive employment services and employment counselling in person and/or online, including intake and assessment, job preparation and coaching
- Facilitate workshops that will prepare clients to market themselves to employers and to find and maintain employment.
- Maintain an active caseload, including all file management responsibilities.
- Conduct needs assessments and career testing in individual and/or group settings
- Advocate on behalf of clients whenever necessary, including support in areas of employment, skills training, social assistance and equitable access to services.
- Meet monthly statistical requirements and maintain professional and effective information tracking systems on all activities performed.
- Develop and maintain positive relationships with community organizations and partners to make appropriate referrals.
- Integrate work with all ACCES staff, in particular with our Employer Liaison team.
- Other duties as assigned.

Qualifications and Experience:

- A post-secondary education in Career and Work Counseling, Adult Education or a related field and/or 5 years directly related work experience.
- Excellent written and verbal English language communication skills
- Thorough knowledge of all facets of job search, assessment and career development

including an understanding of labour market trends and resources.

- Strong presentation and facilitation skills.
- Demonstrated experience in case and file management.
- Excellent interpersonal skills and self-management skills to work effectively with clients, co-workers, outside agencies and employers.
- Strong organizational, planning and time management skills
- Demonstrated ability to work and co-operate in a team
- Experience working in an MSOffice environment; familiarity with Internet and databases.
- Flexible to work occasional evenings and weekend hours.

**Qualifications Considered Assets to the Positions of
Employer Liaison and Employment Consultant:**

- Experience with delivery of virtual services and/or online facilitation
- Knowledge of/experience with internationally trained professionals and newcomers to Canada
- Familiarity with Bridging Program Modules and/or Employment Ontario
- Experience or familiarity with one of more of the following sectors IT, cyber security, health care, construction trades, engineering, financial services, human resources, sales and marketing, supply chain, entrepreneurship.
- Proficiency in a second language