

**Employment Consultant – Toronto**  
**1 Year Contract with Possibility of Extension**

**ACCES Employment** is a leading non-profit organization that assists jobseekers from diverse backgrounds. We deliver a range of programs at locations across the GTA and we offer online services to job seekers across Canada and pre-arrival. Serving more than 34,000 jobseekers each year, **ACCES** delivers customized programs that focus on connecting our clients with leading employers or starting a business in Canada. With over 30 years of experience in the employment services sector, you will be joining a successful organization with an innovative and seasoned staff team.

We are looking for a skilled and career-oriented individual who thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

The Employment Consultant will join the Entrepreneurship Connections® team in our Toronto office. The Entrepreneurship Connections® program is designed for newcomers who plan to start a business in Canada. This innovative and informative program assists newcomers who have owned or operated a business outside of Canada to utilize their experience in the Canadian market. Our clients receive individual coaching to start a business including developing a business plan, receiving legal consultation, and benefiting from the support of an established mentor.

The Employment Consultant will utilize their skills in employment services to prepare clients to plan, launch and market their business in Canada. The duties and responsibilities for the Employment Consultant role are listed below.

**Duties and Responsibilities:**

- Provide culturally sensitive employment services including intake and assessment, one-to-one and group employment counseling and referrals.
- Facilitate workshops that will prepare clients to plan and launch their business.
- Prepare clients to market their business.
- Develop and maintain positive relationships with community organizations and partners to make appropriate referrals.
- Maintain an active caseload, including all file management responsibilities.
- Advocate on behalf of clients whenever necessary, including support in areas of entrepreneurship, 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.
- Conduct needs assessments and career testing in individual and/or group settings
- Provide professional support to clients using ACCES resource services.
- Develop relationships with private and public sector employers in order to market ACCES services and clients.
- Participate fully and responsibly as an equal member of an employment consulting team.
- And other duties as assigned.

## **JOB POSTING – External Posting**

### **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 English verbal and written communication skills.
- Online experience is considered an asset.
- Excellent interpersonal skills and self-management skills to work effectively with clients, co-workers, outside agencies and employers.
- Thorough knowledge of all facets of job search and career development including an understanding of labour market trends and resources.
- Demonstrated ability to conduct outreach/marketing of clients and services to employers.
- Demonstrated experience in case and file management.
- Excellent presentation and facilitation skills.
- Experience working in an MSOffice environment; familiarity with Internet and databases (SalesForce).
- Flexible to work occasional evenings and weekend hours.
- Experience with mentoring.
- Experience supporting entrepreneurs will be considered an asset.
- Fluency in a second language will be considered an asset.

Job status: Unionized

Contract Duration: 1 year contract with possibility of extension

Salary: \$51,930.92 per annum (*as per Union salary grid*), prorated to contract duration

### **Job Application Instructions**

Interested persons should send their resume with a covering letter **indicating in the subject line the position of interest**. Address the application to ACCES Employment Hiring Committee at [hr@acesemployment.ca](mailto:hr@acesemployment.ca).

**Please Note: This position will be posted until it is filled. Resumes will be reviewed as they are received and candidates may be contacted for interviews.**

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

*ACCES is 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 or gender identity.*

*ACCES Employment is also 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.*