



## **JOB POSTING: EXTERNAL**

### **Employer Liaison**

**Program:** Healthcare Connections

**Location:** North York

**Contract Length:** 1 year with opportunity for extension

**ACCES Employment** is a leader in connecting qualified jobseekers from diverse backgrounds with employers across the Greater Toronto Area (GTA), Ontario and Canada. ACCES helps more than 56,000 job seekers each year at seven locations in the GTA. As a charitable not-for-profit organization, ACCES provides job search services that connect newcomers, jobseekers, youth, women and refugees to jobs that reflect their skills and experience. We provide over 35 customized job search programs that meet the unique needs of our jobseekers. Our vision is to achieve a fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

We are looking for people who thrive in a flexible and fast-paced environment. ACCES offers an excellent benefits package, an RRSP matching program, and an Employee & Family Assistance Program.

**Healthcare Connections** is an innovative project that supports Internationally Educated Healthcare Professionals' (IEHPs) transitions to quality, non-licensed employment in the broader healthcare sector. With a focus on supporting highly skilled professionals in making complex career transitions, a library of content created by experts in the broader healthcare sector and a wide stakeholder network that includes employers, researchers, and partners, Healthcare Connections is critical to ensuring that IEHPs are provided opportunities to put their skills to use in building healthier individuals and communities. Graduates of the Healthcare Connections program have recently moved into a diverse range of positions in Healthcare Administration, Clinical Research, Pharmaceuticals, Hospital Operations and many others.

The position of **Employer Liaison** within the **Healthcare Connections** project is responsible for the creation of employment opportunities for IEHPs. The individual in this position will work in collaboration with their teammates and colleagues across the organization, as well as employers and partner agencies.

#### **Duties and Responsibilities:**

- Develop and implement marketing and outreach strategies to employers.
- Liaise with professionals and employers to create competitive jobs and employment opportunities.
- Monitor all placements, oversee training plan development, and conduct on-going follow-up to ensure successful employment outcomes for program participants.
- Integrate work with all ACCES staff, in particular with the Employment Consultant team.
- Provide employment preparation and employability group sessions and individual resource centre support when required.
- Provide culturally sensitive employment services including intake and assessment, one-to-one and group employment counselling and referrals when required.
- Arrange job fairs and networking events.
- Other duties as assigned by Management.

#### **Qualifications and Experience:**

- Business Degree or equivalent.
- 3 or more years' experience in job development, employer outreach, employment



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- counselling and/or recruitment.
- Excellent English written and verbal communication skills.
  - Experience in the not-for-profit sector and/or employment sector, particularly with employers within the broader healthcare sector is preferred.
  - Knowledge of/experience working with diverse job seekers including newcomers, and internationally educated healthcare professionals who may be experiencing barriers to employment, is preferred.
  - Understanding of labour market information and trends .
  - Experience in business development, sales, B2B recruitment is considered an asset.
  - Previous experience with Employment Ontario Programs and/or Bridging Programs is an asset.
  - Effective networking skills.
  - Demonstrated ability to work and co-operate in a team.
  - Strong organizational, planning and time management skills.
  - Able to facilitate group activities.
  - Experienced and highly proficient working in an MS Office environment and with online virtual meeting platforms such as Zoom, WebEx and Microsoft Teams.
  - Familiarity with online platforms and database management programs (ex. Salesforce).
  - Fluency in a second language is considered an asset.
  - Flexibility to work occasional evenings and weekend hours.
  - Required to travel to other ACCES site locations, employer sites, partners, networking events and job fairs.

**We are currently on a hybrid work schedule, working on-site in the office and from home. This hybrid work schedule is subject to change based on business requirements.**

### **Job status: Unionized**

Contract Duration: 1 year with opportunity for extension

Salary: \$59,658.42 per annum (*as per Union salary grid*), prorated to contract duration

Location: North York

### **Job Application Instructions**

Interested candidates are invited to submit their resume and a cover letter to the **ACCES Employment Hiring Committee** via email at [hr@acesemployment.ca](mailto:hr@acesemployment.ca). Please indicate the position of interest in the subject line of your email.

### **Please Note:**

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.**

*Candidates who are contacted may be requested to complete a screening video interview using Spark Hire. This position will be posted until it is filled. We will be reviewing resumes as they are submitted.*

**ACCES Employment** is committed to equity, diversity, and inclusion in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons, and persons with disabilities.

**Equity, Diversity, and Inclusion** are central to our mission, values, and operations. We foster



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an inclusive workplace where every employee feels a sense of belonging. Our diverse team generates innovative solutions to complex challenges, supporting our vision for an inclusive labour market in Canada. We recognize the value of workplace diversity and leverage it to develop services that meet the broad needs of our clients. Through partnerships and effective service delivery, ACCES promotes equity for marginalized populations.

**Accessibility and Accommodation:** ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. Please advise our HR representative or hiring manager of any accommodation measures that are required. Information received relating to accommodation measures will be addressed confidentially.