

Benchmark Title**EMPLOYMENT COUNSELLOR****Job Summary**

Assesses clients' interests, skills, abilities and work readiness. Finds and advises clients of employment opportunities. Supports and provides skill development to clients in areas related to obtaining and retaining employment.

Key Duties and Responsibilities

1. Assesses clients' interests, skills, abilities and readiness as they relate to obtaining and retaining employment and identifies barriers to employment.
2. Finds employment opportunities for clients. Contacts potential employers in order to obtain job leads, promote the program and develop relationships.
3. Provides clients with information on employment opportunities that are compatible with their interests, skills and abilities by analyzing available jobs and identifying specific tasks to match jobs to clients.
4. Provides support and skill development in areas related to obtaining employment such as job search strategies, job application, resume writing and interview skills.
5. Maintains and provides current employment-related information such as labour market information, employment standards regulations and information on other community resources and services.
6. Conducts group sessions such as information sessions, workshops and job finding clubs.
7. Follows up job placements by assisting employers to work with clients through orientation and education.
8. Maintains related records in accordance with established policies and guidelines and produces reports as required.
9. Liaises with community service providers in order to promote the program.
10. Performs other related duties as required.

Qualifications*Education and Knowledge*

Diploma in a related human / social service field.

Training and Experience

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Employment Counsellor

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge –Requires a diploma in human services such as Human Service Worker or Community Support Worker	4	75
2	Training and Experience – Requires 1 year recent related experience	3	75
3	Physical Demands – Work often involves very light physical exertion such as writing and keyboarding	2	14
4	Concentration – Often requires a high level of concentration to assess clients' interests, skills to provide valid information to clients; tasks involve different but related procedures and methods	5	42
5	Independence – Guided by program guidelines, applies accepted work methods in different ways to provide employment opportunities, assess client and provide support and skill development	5	71
6	Judgement – Apply structured study and analysis to assess client abilities and choose an approach using accepted methods to assess client employment readiness, provide support and skill development	5	71
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Direct impact on service provided – work is evaluated for appropriateness and compliance to employment standards – limited impact outside agency to Employers	4	57
9	Communication – Secures cooperation of Employers by persuading them to provide employment opportunities	5	71
10	Care of Individuals – Work involves assessing client's interests, skills, abilities, and readiness for employment; providing guidance and skill building	4	40
11	Environment/Working Conditions – Once in a while exposed to moderately undesirable working conditions in the form of unpleasant dealings with employers and clients who are uncooperative or upset	3	25
Total Points			561