



**THE YMCAs OF CAMBRIDGE & KITCHENER-WATERLOO
JOB OPPORTUNITY**

EMPLOYED BY: Kitchener-Waterloo YMCA
SERVICE AREA: Community Services
POSITION: French Bilingual Employment Specialist
LOCATION: Cambridge
REPORTS TO: Supervisor, Employment Centre
HOURS: Full Time (evenings and weekends as required)
SALARY: \$15.06 per hour
START DATE: Immediate

FUNCTION: To assist clients in securing and maintaining employment, education or vocational training, and in assessing job placement and training programs through supportive counselling and skills development

SPECIFIC RESPONSIBILITIES:

- Assess clients employment needs and identify barriers to employment by successfully obtaining the necessary information required to develop an employment service plan
- Provide assistance, counseling and information to clients on all aspects of employment search and career planning
- Manage client case files to successful completion to achieve employment service outcomes
- Maintain detailed case notes and follow-up with clients to determine further job search support steps
- Identify qualified candidates and make placement decisions
- Monitor, coach, and counsel placed candidates to ensure quality performance and job satisfaction
- Develop and deliver group sessions and/or workshops
- Participate in professional development and keep updated with labour market trends and information
- Provide presentations and information to community groups, schools and agencies and other organizations involved in providing community based programs
- Build and maintain relationships with the business community
- Actively participate in YMCA staff and networking meetings
- Attend workshops, trainings, conferences and staff meetings as required
- Assume other duties as assigned

QUALIFICATIONS:

- Completion of Community College degree/diploma in Human Services
- 2-3 years employment services experience
- Intermediate computer knowledge of Microsoft Office and Access
- Excellent oral and written communication skills
- Ability to communicate in French (Oral and Written)
- A valid driver's license and reliable transportation are required
- Acceptable Police Check

COMPETENCIES REQUIRED:

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
Problem Solving: Develops new ways or adapts existing ideas to help achieve desired results. Challenge the status quo to discover more effective ways of performing.
Relationship Building and Collaboration: Builds positive interactions both internally and externally to build enthusiasm and appreciation to achieve work related goals.
Tolerance for Ambiguity: Functions effectively in situations of less than perfect or incomplete information.
Flexibility and Adaptability: Able to work quickly and efficiently with ambiguity, adjusts to customer needs, responds to unforeseen opportunities and issues with confidence, integrates new information as it becomes available.

In addition to the above competencies the Association Core Competencies are required, **Commitment to Organization Vision and Values, Diversity, Integrity, Teamwork**

Note: This position requires a commitment to the YMCA mission and core values, as well as a commitment to building developmental assets in children and adults.

**Send resume and cover letter to: recruitment@ckwymca.ca
Human Resources, YMCA Administration Offices,
460 Frederick Street, Suite 203, Kitchener ON N2H 2P5
Fax to: 519-576-6223**

APPLICATION DEADLINE: Tuesday, May 20, 2014, 12:00 pm

The YMCAs of Cambridge & Kitchener-Waterloo complies with the Employment Standards Act, Pay Equity Legislation and the Human Rights Code. The YMCA is an Equal Opportunity Employer.

The YMCAs of Cambridge & Kitchener-Waterloo are committed to protecting personal information by following responsible information handling practices, in keeping with privacy laws. For more information on the YMCA's commitment to privacy, please visit our web site at www.ymcacambbridgekw.ca
Only candidates under consideration will be contacted.