

## **Employment Placement Counsellor – Early Childhood Bridge to Work Program**

**Location:** 20 Hughson Street South, Suite 300, Hamilton, ON L8N 2A1

**Position Type:** Full Time, Salaried Contract (Maternity Leave) April 2025 – March 2026, with benefits and a complimentary YMCA membership.

**Annual Salary Range:** \$48,000.00-\$53,000.00, commensurate with experience

### **Position Overview:**

Reporting to the Program Coordinator of the Bridge to Work program, the Employment Placement Counsellor will assist internationally trained teachers in working towards employment in the field of Early Childhood Education.

In this position, the successful candidate will be responsible for the recruitment and selection of participants, implementing and facilitating pre-employment workshops, training related to the childcare field, as well as establishing partnerships with local childcare providers to secure paid work placements for the participants of the program. This role requires a dynamic individual with experience working with diverse communities, strong facilitation and recruitment skills, and a passion for working with and empowering newcomers.

This is a great opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

### **What You'll Do:**

- Implement and facilitate the Bridge to Work program, according to program guidelines
- Build relationships with participants, employers and community agencies
- Outreach and execute the recruitment of potential candidates for the program
- Assess clients' employment and education needs through various assessment tools to determine eligibility and acceptance into the program
- Develop, facilitate and co-ordinate pre-employment sessions
- Work with childcare providers to secure paid work placements for participants
- Provide ongoing support to participants, and childcare providers through regular phone or electronic contact
- Conduct Site visits to monitor placements, job performance and client training plan progress
- Provide effective follow-up and support based on the clientele needs
- Maintain accurate, up-to-date client files and documentation in OCMS client database
- Assists with administrative support, as required
- Attend workshops, training, conferences, and staff meetings, as required
- Make client referrals to other community programs and services, as needed
- Take Initiative, solve problems and work with limited supervision

### What You'll Bring:

- Post secondary degree or diploma in in Employment Counseling, Early Childhood Education, Social Services Work and/or possess equivalent education and work experience
- Demonstrated experience working with participants of various cultural and racial backgrounds with positive outcomes
- Demonstrated facilitation skills
- Strong employer recruitment skills with well- developed networking abilities
- Experience in conducting thorough intakes and assessments
- Self-motivated and able to work well independently and in a team
- Experience & knowledge of Ontario Bridge Training programs and/or the Ontario Apprenticeship system
- Advanced skills utilizing all Microsoft Office Applications including Word, Outlook, Power Point and Excel
- Excellent English communication skills, written and verbal
- Driver's License and own transportation required
- Must provide a current Criminal Record & Judicial Matters Check (CRJMC) as per the Associations Policy

### A Major Asset If:

- Knowledge of childcare policies an asset
- Bilingual or Multilingual is an asset

### Ready to Make a Difference?

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

**Interested in applying?** Please submit your resume to: Amanda Rice, Program Coordinator, Early Childhood Education Bridge to Work Program, [Amanda.Rice@ymcahbb.ca](mailto:Amanda.Rice@ymcahbb.ca) by: March 7, 2025