

Employment Coach

Location: YMCA Employment Services, 23 Main Street East

Position Type: Full- Time Salaried; Indefinite Medical Leave

Salary Grade – Grade 3

Salary Range: \$50,000 - \$55,000 annually, commensurate with experience

Anticipated Start Date: September 2, 2025

Position Overview:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the YMCA Hamilton|Burlington|Brantford Employment Services team, you will contribute to making our Y the best place to work.

We are seeking a passionate and results-driven Employment Coach to support clients in achieving their employment and educational goals. The Employment Coach will work closely with individuals to assess their needs, develop tailored Employment Action Plans, and guide them through every step of their career journey. This role involves active case management, job placement support, and ongoing coaching to ensure sustained employment success. The ideal candidate will deliver in person Employment & Training Guidance to job seekers that are experiencing barriers connecting to the labour market.

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

What You'll Do:

- Assess clients' employment and educational needs through various assessment tools and develop an Employment Action Plan based on the Common Assessment Decision Model.
- Conduct active case management with clients to ensure they meet their employment goals.
- Maintain a caseload where approximately 20% of participants are in receipt of Ontario Works.
- Refer qualified candidates to employers and place clients to available jobs through all available strategies and negotiate appropriate accommodation necessary for client placements.
- Assist clients in obtaining employment that is 20 hours per week or more.
- Provide quality support to both employers and clients during job search, job application and hiring process and on the job and advises clients and employers on employment supports available through all levels of government.
- Provide referrals to local agencies to support clients through barriers that prevent employment success.
- Monitor placements through site visits and regular telephone or electronic contact with employers and clients to monitor clients' job performance and training plan and provide post-employment support and services as needed.
- Maintains Information Management Systems FedCap Cares by ensuring client and employer statistical and financial information, job development activities and follow up reports are data entered in timely and accurate manner and the privacy and confidentiality of client/employer records are maintained.
- Facilitate job readiness workshops to participants on a month basis to improve job knowledge and motivation.

What You'll bring:

- Two (02) years of post-secondary education in Career & Employment Counselling, Human Resources, Social Service Worker or related program.
- Two (02) years of relevant work experience with clients, including youth, who are experiencing barriers and demonstrated successful employment placement initiatives/Employer recruitment.
- Demonstrated experience with recruitment and job development skills with a proven track record to achieve service, employment targets and outcomes, take initiative and build relationships by being self-directed and results oriented.
- Work collaboratively with partnerships, corporations and associations to represent YMCA and/or the network in a professional manner while achieving agreed upon results.
- Able to understand employment barriers and client assets with ability to communicate to adults, newcomers, persons with disabilities and youth and other clients from various cultures, social and economic backgrounds.
- Advanced skills utilizing all Microsoft Office Applications including Word, Outlook, Power Point and Excel, Zoom and other online communication platforms.
- Well organized, team player who can take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets.
- Excellent English communication skills, written and verbal.
- Certification in Crisis Intervention, First Aid, Occupational Health and Safety and workplace accommodation as an asset with knowledge of community supports.
- Driver's License and own transportation required.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

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!

Interested in applying? Please submit your resume to: Courtney Alexander, Program Manager via email courtney.alexander@ymcahbb.ca by **August 28, 2025**