

Employment Coach – National Bridge to Work ECE Program

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

Position Type: Full- Time Salaried; 6 months contract; 35 hours per week with benefits and complimentary YMCA membership

Salary Grade – Grade 3

Salary Range: \$46,060- \$51,000 annually, commensurate with experience

Anticipated Start Date: November 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 Immigrant & Settlement Services team, you will contribute to making our Y the best place to work.

Reporting to the Program Manager of the National Bridge to Work program, the Employment Coach 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 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:

- 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

A Major Asset If:

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

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. Following amendments to the Child, Youth and Family Services Act, 2017 and the Intercountry Adoption Act, 1998, which emphasize the importance of thorough background checks to ensure the safety and well-being of the children, youth, and families we serve, this position requires a Broad Police Sector Check. 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: Amanda Rice, Program Manager, via email amanda.rice@ymcahbb.ca by **November 17, 2025**

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca