

Employment Coach; YMCA Employment & Training Services

Location: 500 Drury Lane, Burlington, ON

Position Type: 1-year Contract, with benefits and a complimentary YMCA membership. 35 hours per week.

Salary Grade: Grade3

Salary Range: \$50,000 - \$55,000 annually, depending on experience

Anticipated Start Date: August 10, 2026

Position Overview:

The Employment Coach will deliver in person Employment & Training Guidance to job seekers that are experiencing barriers connecting to the labour market. This is a full-time contract position with benefits reporting to the Program Manager, Employment Services.

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

In this position, you will:

- 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-year post-secondary education in Career & Employment Counselling, Human Resources, Social Service Worker or related program
- 2 years previous 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 an asset with knowledge of community supports.
- Driver's License and own transportation required.
- Police Records Check with Criminal Record & Judicial Matters Screening is required as a condition of employment issued no later than six months prior to start date

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 Yevheniia Tkachenko, Program Manager at Yevheniia.Tkachenko@ymcahbb.ca by July 20, 2026.

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