



**YMCA of  
Hamilton | Burlington | Brantford**

## Employment Coach

YMCA Employment & Immigrant Services  
23 Main Street East, Hamilton, ON, L8N 1E7

**Starting Salary:** \$50,000 annually

**Position Status:** Full-time (One Year Contract)

**Placement:** Immediate

**Benefits & Perks:** We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do:

- Paid Vacation Entitlements that increase with seniority (subject to eligibility)
- Competitive total compensation packages
- Group health and benefits plans (includes medical, dental, and prescription medication, subject to eligibility)
- Generous pension plans with employer matching
- Free YMCA Health & Fitness Memberships
- Professional development opportunities including paid training and access to YMCA education scholarships
- Reduced rates for YMCA Child Care, Camp, and Child & Youth programs (subject to eligibility)
- Employee and Family Assistance Program (EFAP)
- Opportunities for career advancement

### Nature & Scope

As a branch of the YMCA of Hamilton/Burlington/Brantford, YMCA Employment and Immigrant Services delivers Employment services.

### Responsibilities

- 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 of approximately 130 - 190 participants on an annual basis.
- Maintain a caseload where approximately 65% of participants are in receipt of Ontario Works.
- Refer qualified candidates to employers and match/ place clients to available jobs through all available strategies and negotiates appropriate accommodations 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.

## Apply Now

If you are interested in this position, please submit your letter of application and resume by **January 13, 2023**, to the attention of:

**Una Gibbons**  
**Program Manager – Employment Services**  
[Una.Gibbons@ymcahbb.ca](mailto:Una.Gibbons@ymcahbb.ca)

**We thank all applicants, however, only those considered for an interview will be contacted.**

## Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



Charitable Registration #  
10808 3825 RR001





### Responsibilities Continued:

- Provide referrals to local agencies to support clients through barriers that prevent employment success.
- Provide 1-year of Job Retention support to employed participants and collect documentation to verify their employment status.
- 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 and EOIS CaMs 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.

### Qualifications

- Two-year post-secondary education in Employment Counselling, Social Service Worker or related program
- 2 years previous work experience with clients 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
- Second Language an asset; preferably Arabic or Ukrainian
- 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.
- A current Criminal Records & Judicial Matters Check is a condition of employment.

## Why Work for the YMCA?

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford, in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



Charitable Registration #  
10808 3825 RR0001





## Competencies:

### **Commitment to Organization Vision and Values**

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

### **Initiative**

Does the right thing at the right time without being asked.

### **Teamwork**

Actively builds teams and encourages open relationships for maximum organizational effectiveness.

### **Service Orientation**

Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience

### **Planning/Organizing**

Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term work goals

### **Communication**

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

## Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

## Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Belonging, Caring, Honesty, Respect and Responsibility, as well as, a commitment to building developmental assets in children and adults. 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.



Charitable Registration #  
10808 3825 RR0001

