



## **We are seeking Employment Specialists for our Toronto Office**

As an Employment Specialist you will:

- Assess client needs and develop career action plans that demonstrate the coordination of appropriate interventions to support employment goals
- Provide individual employment counselling and facilitate employment workshops in the office and in the community
- Demonstrate an outcome-focused case management ability
- Complete case management reports and vocational based reports
- Maintain complete client case files in compliance with Metrics' protocol and relevant privacy legislation
- Apply knowledge of current local labour market trends, community services and resources across the GTA
- Assist clients in the use of computers, Internet, social media and other tools for further career exploration and job searching
- Provide clients with information and referral services, and assist with applications to other community support programs and services

### **Qualifications & Experience:**

- Bachelor's degree or College diploma in a human services field (Career Counselling, RN, Psychology, Social Work, Employment Counselling)
- Demonstrated in-depth knowledge of current labour market trends and job search approaches for a variety of occupations
- Strong command of the English language, both written and verbal
- Sensitivity to diversity and the ability to deal effectively with many personality types
- Knowledge of the local community
- A Police Vulnerable Sector Check is required for this position

Our ideal candidate will also have (or the ability to work towards):

- Certification from a Career and Work Counsellor Program
- One of the following designations: RRP, RVP, CVRP, CDMP, CCRC

Interested candidates are requested to submit a resume to [info@metricsvocational.ca](mailto:info@metricsvocational.ca) by September 30, 2018. Please note that only those applicants selected for an interview will be contacted.