

Job description

The Glengarry Inter-Agency Group is looking for a friendly and professional individual to fill a position as an **Employment Consultant** in the Employment Services Program located in our Alexandria office.

Shifts: Monday to Friday 8:30am-4pm

Requirements:

- College or University Education in Business or Social Work an asset
- Valid drivers license, own vehicle
- Excellent oral and written communication in French & English (mandatory)
- Computer Applications; Microsoft Excel, PowerPoint, Word, Outlook

Duties & Responsibilities:

- Interview clients to obtain employment history, educational background and career goals;
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing resumes and preparing for job interviews;
- Assess need for assistance such as rehabilitation, financial aid or further training and refer clients to the appropriate services;
- Advise employers on human resource and other employment-related issues;
- Collect labor market information for clients regarding job openings, entry and skill requirements and other occupational information;
- Provide established workers with information and strategies for maintaining a job or moving within an organization, dealing with job dissatisfaction, making mid-career changes and adjusting to workplace transitions;
- Provide consulting services to community groups and agencies, businesses, industry and other organizations involved in providing community-based career planning support or resources;
- administer and interpret tests designed to determine the interests, aptitudes and abilities of clients



580 Main St. South, PO Box 430
Alexandria ON, K0C 1A0
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- Work with Employment Consultants to identify clients with barriers to employment in terms of market perception, skills or education shortages and lack of work experience
- Assist clients in obtaining subsidized and non-subsidized employment and/or training with appropriate employer in community to meet interests and aptitudes.
- Monitor client progress, mentor/coach relationship, provide appropriate interventions and maintain a current action plan.
- Provide information in an individual or workshop setting regarding workplace orientation, employer expectations, rights and responsibilities of employees, soft skills.

Upon request, this job posting will be offered in both official languages.

GIAG is committed to diversity and inclusion and the equitable participation of all Canadians. Should you require accommodation in relation to a disability, please tell us at the beginning of the selection process. This information will be kept confidential.

The personal information provided in your application is protected under the Privacy Act.

We thank all applicants for their interest in GIAG. However, only those who are selected for further consideration will be contacted.

Salary: \$48,000 - \$52,000 per year

Job Types: Full-time, Permanent

Benefits:

- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Flexible schedule
- Life insurance
- On-site parking
- Paid time off
- Vision care

Please send resumes to humanresources@giag.ca by May 31st at midnight with a subject line titled Employment Consultant Application.



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