



Employment Counsellor/Coach – Updated Dec 23-22 Full-time Opportunity

Delta Family Resource Centre (Delta Family) is a community-based agency, which has served communities in North-West Toronto for 40 years. Situated in ethno-racially diverse communities, Delta Family envisions a healthy and empowered community where families and children thrive. A multi-ethnic, multi-site organization, we provides a responsive range of programs, services and activities for families, young children and their caregivers, youth, the Black community and seniors. The agency is committed to anti-oppression, addressing Anti-Black racism and inclusive ways of engaging participants.

Delta Family Resource Centre's new **AWA** program is seeking an experienced **Employment Counsellor/Coach with sound knowledge and understanding of the multiple barriers faced by Black youth and their underrepresentation in the labour market.** The Employment Counsellor/coach will lead a career advancement program for Black youth in the GTA, with a focus on those who have experience with the criminal justice system.

The program involves recruitment and referrals of young Black adults to Information Technology (IT) specific, entrepreneurial and access to Trades training and apprenticeships with the goal of empowering youth and budding young entrepreneurs. In this role, the candidate will utilize their unique combination of skills and experience in counselling and coaching to create a pathway for young Black adults to gain the skills necessary to prepare for self-employment, business development and career paths into the IT and Trade sectors.

Responsibilities:

- Facilitate program information sessions, assess participant eligibility, conduct intake, coordinate referrals and work with the program team to select black youth participants.
- Conduct a person-centered, strengths-based approach to understand Black youth's complex experiences and emotions to guide the creation of their career goals
- Case management of youth engaged in the various programs
- Lead a career advancement program, identifying barriers to employment and assisting clients in developing job readiness skills to pursue entrepreneurship
- Provide one-on-one coaching advice and counselling to clients requesting information concerning self-employment, employment, referrals and advocacy.
- Track participant progress and self-employment outcomes for funder reports both during cohort delivery and after completion
- Maintains liaison with public and private organizations, including community organizations, to promote Delta Family programs and services, to exchange information, provide referrals and to develop the resources necessary to provide client services
- Coordinate community-based, culturally relevant wraparound services, referrals, supports and opportunities and/or leverage existing culturally relevant community partnerships to support the youth and their parents/guardians
- Ensuring all client notes and data entry are completed with accuracy and within a timely manner
- Performs related duties such as maintaining records, preparing reports, and attending meetings
- Achieving individual targets towards overall team outcomes
- Participating in delivering outreach and marketing activities within the community
- Create industry career pathways and opportunities for youth

Qualifications and Skills:

- Lived experience of the issues facing Black communities
- Minimum education requirement is a Post-secondary education, preferably in career development, employment counseling, or social service and/or related experience
- Minimum of two years of working with Black youth
- Minimum of two years working in the career advancement, employment counselling sector
- Knowledge of the range of Employment Services and career advancement opportunities
- Understanding and critical analysis of challenges and systemic barriers to labour market integration
- Strong experience with career counselling, resume writing, interview skills, coaching, job search strategies, workshop facilitation, and strong knowledge of the labour market, industry trends and apprenticeships
- Knowledge of the issues related to Black youth involvement in the Criminal Justice system
- A good understanding of anti-black-racism and anti-oppressive practice
- Good working knowledge of various computer programs and employment databases with a proven ability to learn agency-used systems (i.e. Salesforce, Employment Ontario Information System (EOIS) and Case Management System (CAMs))
- Life Skills training would be an asset.
- The successful candidate will be required to have/obtain a current vulnerable sector Reference Check (can be obtained upon offer of position).

All Delta Family positions are hybrid; staff are required to spend some time in community - for without community, there is no Delta Family.

Salary: \$ 47,908 - \$50,654

Application processed as they are received

Interviews in early January

Anticipated start date: Immediate (Please note posting remains open until position is filled)

Please submit your cover letter and resume by the closing date to hr@dfrc.ca

Subject line: Employment Counsellor/Coach

E-mail: hr@dfrc.ca

Please note that internal candidates will be considered before external candidates are processed.

Please note that Delta Family is an equal opportunity employer and will make every effort to accommodate the needs of candidates through the selection process.

Please let us know in advance if you require accommodation.

**We thank all applicants for their interest.
Regretfully, only short-listed candidates will be contacted.**