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## World Skills Employment Centre Internal/External Job Posting

<b>Position:</b>	<b><u>On-Line Employment Counsellor/Intake – Job Search Strategies (SOPA)</u></b>
<b>Term:</b>	Part Time – 17.5 hours/week contract to March 31, 2022 with possibility of extension
<b>Reports to:</b>	Coordinator of SOPA
<b>Application process:</b>	Please send your resume and cover letter as one file with <b>Your Name_ Employment Counsellor/Intake</b> as the subject heading to: <a href="mailto:HR@ottawa-worldskills.org">HR@ottawa-worldskills.org</a>
<b>Deadline:</b>	Sunday, May 9, 2021
<b>Salary and Benefits:</b>	Commensurate salary plus a comprehensive benefits plan including health, dental, RRSP and a generous vacation leave

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### **Position Summary:**

As part of World Skills, a not-for-profit employment service for new Canadians, within the Settlement Online Pre-Arrival (SOPA) team the On-line Employment Counsellor/Intake, in collaboration with a network of online practitioners across Canada, will facilitate and assist pre-arrival immigrants to enhance their ability to integrate successfully in the labour market of Ontario, Canada.

**SOPA** (Settlement Online Pre-Arrival) is a partnership program between World Skills Employment Centre (WS), Catholic Centre for Immigrants (CCI) and ISANS.

SOPA was created to improve linkages between pre-arrival and post arrival services using ISANS suite of professional online tools. Immigrants have access to the various online tools before their departure to Canada to facilitate and accelerate economic integration. SOPA is being adopted by other settlement agencies across Canada.

### **Major Responsibilities:**

- Regularly retrieve information for newly registered clients from the centralized data system including screening clients for eligibility
  - Conduct initial interview with new clients (as required)
  - Determine client priorities for pre-arrival services, refer clients directly into courses as needed
  - Refer clients to the appropriate partner agencies in Ontario and connect clients with local orientation tools and links to the local community of their choice
  - Ensure clients have a clear understanding of the commitment required to participate in SOPA
  - Provide reliable information, guidance, resources and links to different occupational fields
  - Provide opportunities for immigrants to link with local employers
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- Provide ongoing links to existing local resources/supports/programs/information
- Provide Employment Counseling to immigrants destined for Ontario
- Deliver On-line Job Search Strategies Workshops to immigrants destined for Ontario (when and if needed)
- Provide feedback to clients in a timely manner
- Enter information into centralized profile tracking system and database. Maintain and keep up to date electronic files
- Contribute to reports and other publications requiring data and testimonials

**Qualifications and Competencies:**

- University Degree in related field and 2-5 years of experience in employment and career counseling service delivery (Equivalent combination of education and experience will be accepted)
- Adult Education/training certificate/diploma an asset
- Experience with delivering service online, distance learning, online course development, internet based training
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Career Counseling certificate an asset
- Knowledge of human resource practices including resume development, interview techniques and job search
- Knowledge of issues related to newcomers and employment is essential
- Strong written and verbal English communication skills
- Ability to work effectively as a team member is essential, with excellent interpersonal skills, including conflict resolution skills, maturity, integrity, initiative and resourcefulness in achieving goals.
- Strong time management and organizational skills
- Demonstrated proficiency with computers, MS Office applications and all current software, is essential

*World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager upon scheduling your interview. We encourage applications from qualified people of all backgrounds, including women, member of visible minorities, Aboriginal peoples, and persons with disabilities.*

**Thank you for your interest in this position; only candidates selected for an interview will be contacted**