

## Canada Summer Jobs – Employment Counsellor

**Employer:** Settlement Assistance and Family Support Services (SAFSS)

**Job City:** Scarborough

**Job region:** Greater Toronto Area

**Location:** 1200 Markham Rd., Suite #214 Toronto, ON M1H 3C3

**Application Deadline:** April 25, 2025

**Vacancy:** 1

**Job terms:** This is a full-time temporary (April – August) hybrid position.

**Wage:** \$17.20 per hour / 5 days a week (Monday – Friday)

**Conditions:**

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

### Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

### Summary:

The Employment Counsellor supports individuals in achieving their career and employment goals through one-on-one coaching, needs assessments, and customized

action plans. This role involves facilitating job readiness workshops, connecting clients to community resources, and building relationships with employers to create job opportunities.

## Responsibilities:

### **Client Intake and Assessment**

- Conduct interviews to gather information about clients' employment goals, skills, and barriers to employment.
- Create tailored employment action plans to address individual client needs.

### **Career Guidance and Job Search Support**

- Assist clients with resume writing, cover letters, and job applications.
- Conduct mock interviews to build clients' confidence and readiness for job opportunities.
- Provide advice on effective job search strategies and use of employment resources.

### **Workplace Skills Development**

- Facilitate workshops on essential workplace skills such as communication, time management, and teamwork.
- Prepare clients for adapting to professional environments.

### **Employer Networking and Job Placement**

- Build and maintain relationships with local employers to identify job opportunities.
- Match clients with suitable job openings and assist with the application process.
- Conduct follow-ups to ensure successful placements and address any workplace challenges.

### **Resource Referral and Support**

- Connect clients with relevant training programs, workshops, and community resources.
- Refer clients to support services for personal challenges that may impact employment, such as housing or financial assistance.
- Monitoring and Reporting
- Maintain accurate client records, including progress and outcomes.
- Generate reports to measure program effectiveness and share updates with the team.

### **Youth Engagement and Empowerment**

- Focus on empowering youth clients, helping them navigate barriers to employment.
- Provide one-on-one coaching to help youth clients develop self-confidence and set achievable career goals.

### **Team Collaboration**

- Work closely with SAFSS colleagues to deliver comprehensive employment services.

- Participate in team meetings to discuss client progress and improve service delivery.

### Qualifications:

- Diploma/degree in Career Development, Social Work, or related field
- Experience in employment or career counselling
- Knowledge of job search strategies and labour market trends
- Strong communication and interpersonal skills
- Comfortable working with diverse populations
- Proficient in MS Office and case management tools

**How to apply:** Submit your resume and cover letter to: [recruitment@safss.org](mailto:recruitment@safss.org)

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

Only applicants who will be interviewed are contacted.