



Daniel McIntyre / St. Matthews Community Association
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Web: www.dmsmca.ca

Employment Opportunity

PREP Employment Program Counsellor

**Full-time; until March 31, 2023
(with possibility of extension)**

DMSMCA is a non-profit community renewal organization. We work with residents and stakeholders towards the social, cultural, economic and environmentally sustainable renewal and revitalization of the Daniel McIntyre / St. Matthews neighbourhoods. We offer our programming and training through a harm reduction lens.

The PREP Employment Readiness Program assists unemployed and under-employed individuals in accessing employment supports, job related training and skills that will help them find entry-level employment.

Job Responsibilities:

- Answer inquiries, provide program information and schedule appointments in-person and virtually
- Register participants for workshops, training programs and other employment services
- Intake participants and assess goals and level of employment or education readiness through pre-screening interviews and employability assessments
- Case Management; maintain client files, case notes and conduct regular progress follow-ups
- Identify barriers and provide appropriate referrals when needed
- Provide career and employment counselling; help participants develop an action plan and connect with appropriate resources
- Connect participants with job referrals and work experience opportunities
- Maintain accurate records, statistical data and program reports
- Promote program using multiple outlets; networking, social media platforms, posters and presentations
- Assist participants with resume and cover letter development, job search, job applications and interview preparation
- Maintain employment resource area; ensure resources are updated and help participants connect with appropriate resources
- Assist with Employment Readiness Workshops
- Assist with Employment Program Drop-in
- Assist with fax, printing, photocopy, phone
- Ensure a safe and friendly environment implementing the DMSMCA respect policy

Qualifications and Experience:

- Post-secondary education in a related field (*preferred*)
- Minimum 1 year experience working in employment services (*preferred*)
- Ability to work remotely and in-person as needed
- Case management
- Ability to assess participant needs; coaching, advising and mentoring experience
- SPRS (Service Provider Reporting Solutions) knowledge and experience an asset

"To Empower the communities of Daniel McIntyre / St. Matthews to achieve social, economic, cultural and environmental well-being."

- Demonstrated networking skills and successful experience utilizing problem solving and negotiating skills in a professional manner
- Workshop facilitation
- Knowledge of resume and cover letter formats
- Ability to review, edit and write professional, impactful resumes and cover letters
- Strong computer skills; proficient in Microsoft applications
- Excellent problem-solving skills and communication skills, both written and oral
- Strong organization and prioritization skills; follows instructions well
- Pro-active leader, positive attitude, enjoys taking initiative, works well independently and collaboratively
- Knowledge and experience in Community Development
- Understanding of barriers to employment and demonstrated ability to effectively serve individuals of diverse backgrounds and communication abilities
- Understanding of newcomer, immigrant, refugee experience
- Knowledge of community resources providing services to low-income and multi-barrier clients
- Knowledge of job searching techniques and local labour market trends
- Experience working with marginalized people using a harm reduction approach
- Satisfactory Criminal record and Child/Adult Registry Check

Skills in the following areas are essential to the position:

- Public speaking skills
- Collaboration, teamwork and networking skills
- Self-directed
- Understanding and appreciation of inner-city communities
- Outreach to diverse populations
- De-escalation skills
- Understanding of computers
- Knowledge of the Daniel McIntyre St. Matthews Community. Preference given to DM/SM and inner-city residents)

Wage and Hours of Work:

\$39,663/year, Full-time

Some evening and weekend hours required

Start Date: August 2022 until March 31, 2023 with possibility of extension

DMSMCA is an equity employer; members of a visible minority, Indigenous peoples, newcomers to Canada and/or people who live in the inner-city are encouraged to self identify on their cover letter.

Please submit resume and cover letter to **Jeff Sarmiento, Employment and Training Coordinator** by:
Friday, July 29, 2022

Applications will be reviewed as received

Email: jeff@dmsmca.ca

Thank you to all those who apply, only those selected for an interview will be contacted.