

## INTERNAL & EXTERNAL JOB POSTING

### Employment Specialists

ISANS is seeking a full-time and a part time **Employment Specialist** responsible for planning and delivering employment counselling, providing career exploration, and facilitating employment related workshops aimed at assisting immigrants in their search for appropriate employment in Nova Scotia. Reporting to the Supervising Team Lead, Employment Services and the Manager, Employment & Bridging, the Employment Specialists will be responsible for:

#### **Plan, deliver and evaluate employment services for ISANS clients by:**

- Providing individual on-site or online employment counselling and follow-up sessions as appropriate
- Referring clients to appropriate programs according to their career goals
- Planning and facilitating pre-employment workshops
- Conducting outreach activities with potential employers
- Keeping up-to-date information on available training opportunities and educational programs which would enhance client employability
- Maintaining familiarity with international accreditation processes in all relevant occupational/professional fields
- Being actively involved in the maintenance and development of employment and career resources
- Liaising with other service agencies
- Pursuing professional development opportunities and attending training courses as required
- Soliciting information about and maintaining familiarity with current labour market trends in Nova Scotia and the job search needs of new Canadians
- Working with clients on active job development and making connections to employment opportunities
- Participating in other ISANS activities and programs as needed

#### **Participate in the administration of employment services by:**

- Seeking and creating partnerships with employers and other service providing organizations
- Attending team meetings
- Answering and directing correspondence as required
- Helping to develop the goals and objectives of the Employment and Bridging team
- Maintaining and submitting accurate records and statistics for all client contacts
- Maintaining case management records by using LaMPSS, iCare and NewOrg
- Preparing regular reports on program activities
- Promoting and marketing employment counselling services and job search workshops to potential clients
- Reporting regularly to the STL, Employment Services and Manager, Employment and Bridging
- Staffing the Job Search Resource Centre as needed
- Participate in the evaluation of the Employment and Bridging team programs and services by:
- Playing an active role in the Program Evaluation process
- Maintaining detailed records of client and employer contacts

#### **The ideal candidates for this position will have the following:**

##### **Experience**

- Must have cross-cultural experience and be familiar with immigration issues
- At least 1-2 years' experience dealing with employment or immigration issues would be an asset

##### **Skills**

- Excellent counselling skills, particularly employment and career related
- Demonstrated group facilitation skills
- Current knowledge of the Nova Scotia labour market
- Ability to develop professional contacts with potential employers in a variety of occupational sectors
- Solid interpersonal, organizational and communication skills

- Self-directed but able to function well in a team environment

**Knowledge**

- Good working knowledge of the Microsoft Office Suite and the Internet.
- Ability to speak other languages would be an asset

**Education**

- University education and Career Practitioner's Diploma/certification would be an asset

**Terms of Employment:**

- Fixed term contracts to March 31<sup>st</sup>, 2019, renewable pending funding confirmation
- Full-time 35 hours per week and part-time 17.5 hours per week

**Commencement Date:** ASAP

**Closing Date:** January 11<sup>th</sup>, 2019– 4 p.m.

**To apply:** E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**