

INTERNAL AND EXTERNAL JOB POSTING

Atlantic Employment Specialist, SOPA

ISANS is seeking a Full-time **Atlantic Employment Specialist, SOPA** responsible for planning and delivering employment counselling and providing career exploration, aimed at assisting SOPA clients in their search for appropriate employment in Canada.

SOPA (Settlement Online Pre-Arrival) 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.

Reporting to the Supervising Team Lead, Employment Services, this position is responsible for:

Planning, delivering and evaluating employment services for SOPA clients by:

- Providing individual online employment counselling and follow-up sessions as appropriate
- Working with immigrant job seekers on developing short and long term return to work action plans;
- Maintaining familiarity with international accreditation processes in all relevant occupational/professional fields;
- Providing detailed information about the pathway to licensure for clients in regulated occupations;
- Referring clients to appropriate programs according to their career goals
- Providing advice on job search techniques, interview skills and labour market information;
- Conducting outreach activities with potential employers
- Keeping up-to-date information on available training opportunities and educational programs which would enhance client employability
- 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 Canada and the job search needs of new Canadians
- Working with clients on active job development and making connections to employment opportunities
- Participating in other SOPA activities and programming elements as needed
- Attending both Employment Services and SOPA team meetings
- Maintaining and submitting accurate records and statistics for all client contacts

The ideal candidate 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 regional / Canadian 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 French an asset
- 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 contract, renewable pending funding confirmation
- Full-time 35 hours per week

Commencement Date: ASAP**Closing Date:** Wednesday June 19th, 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.**