

**Resource Centre Employment Advisor/Facilitator**

**Our Ideal Candidate:**

You have energy and enthusiasm for your work. You enjoy and thrive in a fast-paced environment. You are detail-oriented and an excellent communicator who is able to build rapport. Must have a passion for working with people and community collaboration. You thrive in a professional environment and welcome the opportunity to aspire to measurable targets. This position is part of a multiple disciplinary team.

**Benefits for You:**

* Training and development
* Opportunities to play an active role in giving back to your community
* 25 hours per week with occasional opportunities to work additional hours
* Competitive pay

**Qualifications:**

* Diploma or degree in Social Sciences, Human/Social Services or Employment/Career Counselling
* Confident in your skills and committed to high level of professionalism
* Client-centred approach
* Experience in facilitation would be considered an asset
* Access to a vehicle and ability to travel throughout Northumberland County

**Required Responsibilities and Qualifications:**

* Provide client services in 1:1 and group formats in Resource Centre
* Critique clients’ self-marketing tools and refer to appropriate resources
* Facilitate job search/training sessions
* Have an understanding of career assessment, labour market research and job search techniques
* Identify barriers to employment
* Establish and maintain collaborative relationships with community partners
* Maintain a customized case management system/track interventions
* Function effectively in an outcomes-based work environment
* Meet professional obligations through efficient work habits such as honouring schedules, and meeting statistical reporting timelines

Interested candidates should submit their application by way of email by **March 30, 2025** to:

Ann Newell, Executive Director, [**newell@watton.ca**](mailto:newell@watton.ca)

Watton Employment Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*We thank all who apply. However, only those selected for an interview will be contacted.*