



**NEW  
CANADIANS  
CENTRE**  
PETERBOROUGH

221 Romaine Street  
Peterborough, ON K9J 2C3

Tel (705) 743.0882  
Fax (705) 743.6219

info@nccpeterborough.ca  
www.nccpeterborough.ca

### NEW CANADIANS CENTRE PETERBOROUGH

**Position Description:** Employment Counsellor  
(Youth and Skills Development)

**Posting Date:** Wednesday, June 22, 2022

**NOC Code:** 4156 Employment Counsellors

**Closing Date:** Sunday, July 10, 2022 at 6pm

#### External Job Posting

**Hours:** 35 hours per week  
**Wage:** \$24.26 to \$30.86 per hour  
**Start date:** As soon as possible  
**Location:** Peterborough, Ontario  
**Reports to:** Youth & Community Programs Coordinator  
**Terms of Employment:** Full time, Permanent position  
**EHB and pension:** Extended Health Benefits after probation; Defined Contribution Pension Plan after 12 months of continuous service

#### APPLICATION INSTRUCTIONS:

**Applications must include a cover letter and resume.** Applications must be mailed, emailed or hand-delivered. Application via fax will not be accepted. Applications will ONLY be accepted if received as directed.

**If emailing application, it will be appreciated to receive cover letter and resume as one PDF file attached to the email.**

Please address your application to:

recruitment@nccpeterborough.ca  
Attention: Recruitment Committee  
New Canadians Centre Peterborough  
221 Romaine St. Peterborough, ON K9J 2C3

Please note, as per section 4.0 of the NCC's COVID-19 Vaccination Policy,

**Effective immediately, all new personnel will be required to be Fully Vaccinated as a condition of working at NCC in any capacity, unless the individual has a valid human rights exemption.**

Please discuss this matter with the Executive Director during the recruitment process.

Thank you for your interest. Please note that only those selected for an interview will be contacted.

Everyone  
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The New Canadians Centre Peterborough (NCC) is a non-profit charitable organization dedicated to supporting immigrants and refugees in the Peterborough, Kawartha Lakes, Haliburton and Northumberland regions. We strive to empower immigrants and refugees to become full and equal members of Canadian society and to provide community leadership to ensure cultural integration in a welcoming community.

The Employment Counsellor (Youth and Skills Development) is part of the Youth and Settlement Workers in Schools (SWIS) team. The Employment Counsellor (Youth and Skills Development) supports the cross-team Workplace Integration Strategy to promote and support the value of hiring and integrating newcomers in workplaces. They support youth and young adult clients' job readiness through various skills training, coaching and counselling. They provide training and skills development opportunities to NCC clients of all ages.

### **Duties and Responsibilities:**

#### **Workplace Integration Strategy**

- Meet regularly with colleagues to provide updates and participate in operationalising the Workplace Integration Strategy at the NCC
- Assist with internal and external projects related to workplace integration
- Attend partner meetings as designated and share information internally

#### **Client Services**

- Focus on youth and young adult clients (age 14-25) and assist with support for adult clients (age 25+) as designated
- Employment intakes: interviewing clients assessing their skills, abilities, obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with career exploration, coaching, job readiness skills, job search strategies, writing résumés and interview preparation
- Determine education, skills development and employment needs, develop an employment plan, and follow up on the implementation
- Refer clients for language assessment, coaching, workshops and other appropriate services as needed
- Maintain orderly case notes of each client in the database from intake to completion of service/training
- Market job seekers to employers and facilitate their hiring by ensuring adequate support and resources
- Provide clients with information and strategies for maintaining a job or moving within an organization, dealing with job dissatisfaction, and adjusting to workplace transitions
- Advise clients based on standards established through Employment Standards Act and Workplace Safety and Insurance Board
- Work closely with Settlement Workers in Schools team to build support for clients
- Attend and contribute to internal Client Services meetings

#### **Skills Development**

- Develop and implement client-centred workshops & training for all clients as determined by program requirements and needs analyses
- Develop partnerships with external facilitators to co-deliver workshops/training as needed
- Follow up with clients after training/workshops

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### **Community Outreach**

- Keep up to date with local and regional labour market trends
- Work with employers, community and partner agencies to
  - coordinate employment services for clients
  - facilitate warm referrals among agencies
  - increase ability of clients to access community services
  - increase staff awareness of services in the community for the purposes of information and referral

### **General Responsibilities**

- Support the mandate of the New Canadians Centre
- Assist in organizing and/or participate in NCC events and activities including the AGM and Canada Day
- Complete documentation such as expense reports and timesheets in a complete timely fashion
- Other duties as required and assigned by management

### **Qualifications:**

#### **Experience**

- Post-secondary education or equivalent work experience in employment counselling, career development or in a related field, such as human resources development, psychology, education or social services is required
- Experience and skill in planning and delivering group programs, activities and workshops is required
- Working knowledge of the Employment Standards Act and Occupational Health and Safety Act is required
- Experience working with youth and young adults (14-25); work with newcomer youth in particular is an asset
- Knowledge of and personal experience with the elementary, secondary and post-secondary education system in Ontario is an asset
- Direct experience working between employers and immigrants, refugees and newcomers in a non-profit setting or with case management is an asset
- Lived experience as a newcomer to Canada or as a member of a marginalized group, as voluntarily self-identified by applicants, is viewed favourably

#### **Competencies**

- Ability to make linkages between needs assessment, labour market trends and program development
- Understanding of anti-oppressive language and concepts including power, privilege, intersectionality, and racism
- Strong organizational, problem solving and time management skills
- Excellent written and verbal communication skills applicable to a multicultural setting, including the ability to persuasively advocate for issues related to workplace integration of immigrants, refugees and newcomers
- Ability to work independently and as part of a team
- Adaptability and responsiveness to client and organizational needs
- Knowledge of community resources and immigration issues
- Understanding and empathy for the struggles which immigrants, refugees and newcomers face in starting a new life in Canada

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- Ability to maintain confidentiality and handle important documents in a sensitive manner
- Demonstrated ability to keep accurate records, write reports and meet deadlines
- Proficient in use of computers and Microsoft Office applications, including Microsoft Excel and Microsoft Access
- Experience in conflict resolution and mediation an asset
- Proficiency in more than one language is considered an asset

#### **Other**

- Current Criminal Reference check with vulnerable sector screening
- Valid Ontario Class G Driver's License, and access to a vehicle is required
- Willingness to travel within the catchment area of the KPR and PVNC school boards and NCC
- Ability to work flexible hours, including some weekends and evenings
- Ability and willingness to travel to related seminars, conferences, training, meetings, etc.

*The NCC strives to be an equal opportunity employer.  
We encourage applicants from diverse backgrounds.*

*Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.*

*Accommodation will be provided in all parts of the hiring process as required under the NCC's Accessible Customer Service Policy. Applicants will need to make their needs known in advance.*

*The NCC is an advocate for equity and is committed to ensuring representation in its staff team. We welcome applications from members of immigrant and refugee communities, people of colour, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.*

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