



# Stella's Circle

Creating Community Together

## Employment Support Worker Employment Services

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

### The Position

We are currently looking for an Employment Support Worker to join our Employment Services team. Employment Services provides employment preparation, skills training and foundational literacy programming for adults who have experienced barriers to employment and education.

Under the direction of the Program Manager, you will work as part of a team responding to a variety of needs and supports required by newcomers who are entering or maintaining participation in an Adult Basic Education Level I academic program. This is accomplished primarily through the provision of concrete services and supports tailored to individual needs, such as navigating language barriers or understanding workplace cultural norms, all coordinated with the participant's employment counselor.

### What You'll Do

- Support learners in developing foundational literacy, numeracy and language skills in a culturally responsive and inclusive classroom environment.
- Provide support to instructors and employment counselors by assisting with individualized learning plans that address language acquisition and unique cultural needs.
- Work with learners to overcome barriers to continued learning, including building confidence and accessing community resources.
- Support participants in employment preparation activities, such as creating resumes, practicing interviews and understanding workplace expectations.



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- Support participants in a variety of classroom environments, ensuring learners feel welcomed and confident in pursuing their educational and employment goals.
- Support newcomers in accessing community resources.
- Work with participants to overcome barriers and challenges to continued employment.
- Assist participants with Income Support, obtaining work supports and documentation such as certificates as conduct, training and certifications.
- Aid with financial literacy related needs including income management/reporting and other funding, income support, banking and budgeting.

## What You'll Bring

- 2-year college diploma or 4-year university degree in social sciences or an equivalent combination of education and experience.
- 1-2 years work experience in a similar setting.
- Knowledge of the mental health and Income Support systems and the unique needs of newcomers is a must.
- Knowledge of employment opportunities and programming within the community.
- You are someone who easily connects with individuals with complex needs.
- You can work independently in a fast-paced environment and have a strong ability to multi-task and set priorities while understanding the need for flexibility.
- A valid driver's license and access to a vehicle are required for this position.
- Criminal Record Check and Vulnerable Sector Check is required.
- Enhanced Reliability Status Clearance is required.

## The Details

This is a full-time position until December 31, 2025. The salary for this position is \$41,910.79. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave and three weeks vacation.



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## How to Apply

Please send cover letter and resume by January 9<sup>th</sup>, 2025 to:

Human Resources Specialist  
Stella's Circle  
Email: [recruitment@StellasCircle.ca](mailto:recruitment@StellasCircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at [StellasCircle.ca](https://StellasCircle.ca).

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

