



# 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, championing growth and transformation through housing, mental health, and employment.

### The Position

Employment Services provides employment preparation and skills training for adults who have experienced barriers to employment or who have had long periods of unemployment as a result of personal, social, and/or health-related challenges.

As an **Employment Support Worker**, you will work as part of a team responding to a variety of needs and support required by individuals who are preparing and/or entering the workforce, school or maintaining those activities. You will provide concrete services and support as coordinated by the individual's Employment Counsellor.

### What You'll Do

- Providing support to Employment Counsellors as required.
- Collaborating with other program staff to identify and address participant needs.
- Working with participants to overcome barriers and challenges to continued employment.
- Supporting participants in all areas of employment preparation such as resumes, job interviews, job searches, etc.
- Assisting participants with Income Support, obtaining work supports and documentation such as Certificates of Conduct, training and certification.
- Aiding with financial literacy related needs including income management/reporting and other funding, Income Support, banking and budgeting.
- Supporting participants in a variety of workplace, training and program settings.

## What You'll Bring

- A two-year diploma in the area of Social Sciences. Equivalent combination of education, training and experience will be considered.
- Excellent organizational skills and attention to detail.
- Effective communication skills, both written and verbal.
- Knowledge of the mental health and Income Support systems is a must.
- Ability to work collaboratively in a team-oriented environment.
- Eagerness to learn and take on new challenges.
- Criminal Record Check and Vulnerable Sector Check.
- Enhanced Reliability status with the Public Services and Procurement Canada.
- Valid driver's license and access to a vehicle are required for this position.

## The Details

This is a full-time permanent position. The hourly rate for this position is \$22.03 - \$24.16. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave and three weeks vacation.

## How to Apply

Please send your cover letter and resume by April 16<sup>th</sup>, 2026 to:

### **Michelle Moores**

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 champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. 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.