



Group Instructor-Employer Engagement

We are currently seeking a Group Instructor-Employer Engagement to join our Employment Services division for delivery of Advanced Education Skills and Labor's Transitions to Work program. This position is funded until March 31, 2020 and will co-lead the delivery of two nine week employment readiness group programs providing pre-employment training and individualized support to Non-EI eligible individuals interested in obtaining employment or returning to school.

Under the direction of the Program Manager, you will assess, monitor and work with participants individually and in group to help people find meaningful employment. Working collaboratively with employers throughout the process, job development will also be a key activity with this role.

Duties include but are not limited to:

- Co-facilitate a nine-week employment preparation group with a demonstrated skill in facilitation, engagement, and motivation of group participants;
- Assist in the planning and delivery of group sessions including employer and other special guests and a variety of group topics including job search, resume writing & refinement, accessing the hidden job market, interview skills, etc;
- Provide job development services such as identifying employer leads and matching participants with employers to support individuals in secured employment;
- Work as part of the Employment Services team to support case management, continuous assessment, and engagement of group participants;
- Build and maintain relationships with employers - assessing needs while providing recruitment solutions through the presentation of employment candidates;
- Understand employer staffing needs to determine opportunities, eligibility and suitability of services for the employer and participant;
- Work closely with the Business Development Manager leveraging existing employer relationships and identifying new opportunities for participant employment;
- Actively participate with program management in support of program delivery, assessment, data collection, and evaluation.

The successful candidate will have a post-secondary education in human services/social sciences or business. You will have experience with matching individuals with employers as well as group facilitation skills. You are proficient with word processing, internet research and

the use of spreadsheet/database applications. You have demonstrated skills at maintaining accurate and timely case notes and other documentation. You can effectively advocate to employers on behalf of participants requiring assistance with their job search. Knowledge of a variety of barriers to employment, career development, group facilitation and collateral government and community resources is a must for this position. A valid driver's license and access to a vehicle are required.

Please send your cover letter and resume by September 19th, 2019 to:

Human Resources Specialist
142 Military Road
St. John's, NL A1C 2E6
Fax: (709) 738-7808
Email: Recruitment@StellasCircle.ca
www.StellasCircle.ca

About Stella's Circle

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Our organization has over 125 dedicated staff and 70 volunteers operating within an \$9 million budget. Details: www.StellasCircle.ca