



Group Instructor-Personal and Career Development

We are currently seeking a Group Instructor to join our Employment Services division for delivery of Advanced Education Skills and Labor's Transitions to Work program. This is a twelve week position tasked with the delivery of a nine week employment readiness program that provides pre-employment training and individualized coached support to Non-EI eligible individuals who are interested in obtaining employment.

Under the direction of the Program Manager, you will assess, monitor and work with participants to find meaningful employment as well as obtaining related career goals including returning to school.

Duties include but are not limited to:

- Oversee all aspects of group members' experience including attendance, participation and learning;
- Facilitate the group process through all stages of group development from beginnings/orientation/guidelines, through the working and termination stages;
- Work closely with the co-facilitator-employer engagement and other staff to ensure individual employment plans and program goals are being met;
- Oversee and arrange presenters and other life skills workshops;
- Understand the importance of flexibility in group facilitation recognizing principles of differentiated learning and motivation in adults;
- Support the maintenance of client files and case management by Employment Counsellors through the regular updating of case notes in ARMS;
- Complete a variety of scales and assessment tools as required;
- Support any reporting requirements including attendance, and other group statistics, final reports and activities related to program evaluation.

The successful candidate will have an undergraduate degree in the social sciences, social work, or related field. You have 3-5 years' experience in coaching and employment counseling with strong group facilitation and presentation skills. The Instructor utilizes a group approach that views employment preparation holistically, considering the whole person when choosing, searching and maintaining employment. You have demonstrated skills at maintaining accurate and timely case notes and other documentation. You also have the ability to work and communicate effectively in a team environment. 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 as well.

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