**INTERNAL POSITION- Vocational Counsellor Employment Services- full time permanent**

**Job Title: Vocational Counsellor**

**Job Summary:** Supports client to find and maintain paid work. Implements Employment Plans. Supports and instructs clients to meet employment goals.

**Job Description Available**

**Reports to:** Supervisor – Employment Services

**Hours of Work:** 35 hours. Mon - Fri.

Must be flexible to work occasional weekend or evening hours

# Required Qualification: Education, Training and Experience

* A diploma in a related human/social service field or the equivalent combination of education, training and experience
* At least one year recent experience in employment services field with DD clients

**Skills and Abilities:**

* Demonstrated working knowledge of/ or training in current trends and best practices related to community-based employment
* Demonstrated ability to assess, teach vocational skills and effectively support job seekers
* Demonstrated job development skills and ability to work effectively with employers
* Competent in the use of Word, Excel and Outlook
* Good time and general management skills
* Demonstrated teamwork skills
* Good written communication skills, especially with regard to reporting and corresponding with employers and community partners
* Ability to adapt communication style to reflect the specific needs of clients, parents, community workers and employers

**Additional Information:**

Willing to use personal vehicle daily for work purposes.

**Wage rate:** See Wage Grid for Vocational Counsellor in Appendix A of the collective agreement

(Step 1 - $23.10 per hour).

**Closing Date:** 4.00 p.m. on Wednesday October 20, 2021

**Effective Date:** ASAP

Applications should be submitted to:

Rebecca McKee, Manager, Learning and Employment Services

This position is open to male and female applicants.

This position requires Union membership.

GHS is committed to inclusive hiring practices, providing equitable opportunities for minorities including: women, Indigenous peoples, persons with disabilities, members of visible minorities and LGBTQIA2S+ applicants.