



Reaching E-Quality Employment Services

Requires: Employment Counsellor

Reaching E-Quality Employment Services (REES) promotes the employment of people with physical disabilities and/or health conditions. We are seeking 2 highly motivated individuals to fill the position of **Employment Counsellors**. One position is for a full time counsellor. The second position is for a term position of no less than 3 months (with a possible extension) – this position is a .9 FTE and requires fluency in American Sign Language as you will be working in part with Deaf and hard of hearing participants.

Job Summary: Employment Counsellors (EC) work directly with participants with the goal of securing employment. The EC is responsible for providing participant job search support, employment counselling in addition to initiating employer contacts to assist with securing employment for participants and outreach to new potential participants and employers. REES fosters the development of career/occupational decision-making, skills enhancement, job search skills and employment maintenance for participants. Please note that these are not remote positions.

Duties and Responsibilities (includes but is not limited to):

- Support participant's job searches by implementing concrete action plans
- Preparation of resumes and cover letters
- Prepare participants for job interviews and facilitate a problem-solving approach regarding barriers to employment
- Provide all the necessary coaching
- Liaise/marketing with community agencies, government departments, educational institutions, potential employers and participants
- Maintain clear and concise records and facilitate presentations of the REES workshop series, programs and services

Qualifications:

- Related work experience
- Experience related to employment counselling, or in an employment counselling-related profession, may replace formal education
- ASL is required for the .9 FTE position – please specify on your application
- Strong marketing skills marketing skills are a requirement
- Excellent time management and communication skills, the ability to work independently and computer skills Microsoft Office Suite
- Effective problem-solving skills with an understanding of barriers to employment
- A valid driver's license and access to a vehicle required

Please submit resume with cover letter no later than Wednesday, August 10, 2022 to:

Lisa A. F. Dabrowski, Executive Director
Reaching E-Quality Employment Services
Email: ldabrowski@re-es.org

Please note that only those who qualify for an interview will be contacted.

Qualified persons with disabilities are encouraged to apply