



EXTERNAL JOB POSTING
July 27, 2007

Job Title: Employment Coach, Job Connect and Summer Jobs Services
(Bargaining Unit Position) Temporary 8 Month Position

Supervisor: Manager, Programs and Services

Responsibilities: **The successful candidate will be able to multi-task to fulfil the following responsibilities:**

- Orient individuals to the centre and present range of services
- Assess employment and stabilization needs of clients, establish short and long term goals, develop employment action plans that identify steps required to meet goal and refer to other appropriate services at JobStart and in the community as required.
- Coach a wide range of clients youth and adults (disadvantaged, newcomer, internationally trained, students, apprenticeships) in pre-employment areas with the goal of obtaining employment
- Support Information Referral Services in the Employment Resources
- Complete case management, conduct appropriate and regular follow-up activities with program participants, and maintain service statistical information
- Meet or exceed targets for intake and employed outcomes
- Schedule, prepare, update and facilitate job search workshops, special events and curriculum according to the goals of the program and clients' needs utilizing a variety of multimedia tools.
- Market and stimulate recruitment efforts by maintaining and developing relationships with community agencies and referral sources for client referrals
- Prospecting for new employers that meets the needs of the targeted client base

Qualifications:

- Diploma in Career Counselling, or post secondary education in human services field, adult education (employment focus)
- Minimum two years experience in employment counselling, assessments, job search, career development or utilizing employment related information with youth and adults
- Strong computer skills, including MS Office, efficient in Excel and PowerPoint
- Excellent communication, customer service, organizational and presentation skills
- Certification in Crisis Intervention and Life Skills Training an asset
- Demonstrated ability to work within a team environment and with limited supervision
- Excellent understanding of employment, labour market, employer expectations, training and education requirements including apprenticeship
- Desire to work in a multicultural setting
- Valid driver's licence and unlimited access to a vehicle
- Familiar with Job Connect and Summer Jobs Service Policies and Guidelines

Hours of Work: 35 hours per week (evening hours are required)

Start Date: ASAP

Salary: \$41,770 per annum

Closing Date: August 10, 2007

Send Letter of Interest and Merissa Preston, Manager, Programs and Services
2930 Lakeshore Blvd. W. Toronto, ON

Resume to: Fax (416) 253-2727 (no emails)

JobStart strives to represent the diversity of the community in our hiring practices.

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required

Only those who meet the qualifications above will be considered for this position.

Job Posting

Co-op Property Manager

Tamil Housing Co-op is an apartment building co-operative located at Landsdowne Avenue and Bloor St. in the west end of the City. Its members are housed in 129 units, ranging from one to 3-bedroom in size. This Provincially funded downloaded co-op is situated across the street from the Landsdowne Subway Station.

The co-op is looking for a Manager who will be responsible for the overall management of the co-op under the supervision of the Board of Directors.

Areas of Responsibility will include:

- Financial, property and general administration
- Community Development
- Supervision of two maintenance staff, one part time administrative assistant and a Financial Manager
- Liaise with the Social Housing Unit of the City of Toronto and the Provincial Ministry of Housing and Municipal Affairs.

Qualifications:

- 5 years related property management experience, preferably in the non-profit housing sector
- Understanding of the Social Housing Reform Act, Co-operative Corporations Act and related legislation
- Ability to organize a workload that will include capital projects
- Ability to work with NewViews, WordPerfect, Microsoft Office, HMWorks and internet
- Good written and verbal communications skills
- Ability to work in a team oriented office

A competitive salary will be offered.

Work Week: 35 hours with one evening and additional evening(s) for Board meetings.

Application deadline: August 27, 2007

Please submit your resume in writing to:

Michelle Arscott, Co-operative Support Worker
Co-operative Housing Federation of Toronto
658 Danforth Avenue, Suite 306
Toronto, Ontario M4J 5B9
Fax number: 416-465-8337

Or:

michelle@coophousing.com

Only those chosen for an interview will be contacted.

Car Wash Fundraising for Ladybug Foundation

Bleecker Street Co-operative Homes Summer Day Camp is holding a charity Car Wash this Thursday, August 9th!! The event takes place from 12:00 – 4:00 at the rear of the north tower at 85 Bleecker Street. The campers are fundraising for The Ladybug Foundation, a charity dedicated to helping the homeless. The charity was founded by eleven-year-old Hannah Taylor, who believes that the homeless crisis can be resolved with generosity and caring. The price is \$5.00 for cars and \$8.00 for trucks and vans. Support a good cause; help our youth help the homeless!

Multi- unit residential solar energy group

Information about the group and an open invitation to the co-ops to the upcoming meeting can be found at:

<http://downtownwestmultiunit.ourpower.ca/portals/downtownwestmultiunit/ourpower.aspx>