



## **Kababayan Multicultural Centre**

1313 Queen St. West, Toronto, ON, M6K 1L8

Bathurst-Finch Hub, Suite 117/119, 540 Finch Avenue West, Toronto, ON, M2R 1N7

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**Job Posting:** Employment Counsellor (Full-time Contract, with a possibility of extension)

**Organization:** Kababayan Multicultural Centre ([www.kababayan.org](http://www.kababayan.org))

**Position:** Employment Counsellor

**Hours:** Full-time (37.5 hours/week)

**Salary:** \$28.00/ hour

**Location:** Hybrid (2 days work from home, 3 days on site) 1313 Queen Street West/ 540 Finch Avenue West

### **About Us:**

Kababayan Multicultural Centre (KMC) is a dedicated non-profit settlement organization that aims to empower the immigrant community by providing effective and client-centered programs and services accessible to all. We are committed to helping newcomers and immigrants start their new life in Canada by providing relevant information and services such as newcomer orientation sessions, settlement and employment counselling, skills training, English conversation circles, community connections and more.

### **Job Overview:**

Are you passionate about helping newcomers and immigrants navigate their employment journey in Canada? Do you thrive in a role that combines individualized support with group facilitation and community engagement? If so, we invite you to join our team as an Employment Counsellor at KMC.

In this role, you will guide our clients on their journey toward achieving their career goals, offering personalized guidance, practical job search strategies, and essential resources. Your work will directly impact the lives of newcomers, immigrants and refugees, helping them gain the confidence and skills needed to succeed in the workforce.

### **Key Responsibilities:**

- Conduct client interviews to identify employment barriers, gather employment history, education, and career goals, and assess employment needs.
- Provide personalized employment counselling to help clients create actionable career plans aligned with their skills and goals.
- Assist clients with writing resumes, cover letters, setting up LinkedIn profiles, and navigating online job applications.
- Design and facilitate online and in-person group sessions on topics like resume writing, interview preparation, job search strategies, and Canadian workplace culture.
- Connect clients with relevant resources and organizations to support their employment journey, including bridging programs, credential assessments, networking opportunities, etc.
- Collaborate with partner organizations and potential employers to advocate for clients' needs within the broader community
- Maintain detailed case notes, client records, and ensure accurate data entry into the iCARE system for funder compliance.
- Stay updated on employment trends, labour market information, and employment-related challenges faced by newcomers and refugees.



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- Participate in outreach and networking events to promote KMC programs and services.
- Monitor and evaluate employment program by collecting feedback from participants, service providers, and other stakeholders.
- Compile statistical reports and documentation required by funders and the organization.
- Work closely with staff and volunteers to ensure smooth program operations.
- Engage in staff meetings and professional development opportunities.
- Perform other duties as assigned.

### Requirements:

- Post-secondary education in Employment Counselling, Career Development, Social Work, or a related field.
- At least one year of experience in employment counselling or a similar role, preferably within a community organization or non-profit setting.
- Understanding of the challenges and barriers faced by immigrants, newcomers, and refugees in the job market.
- In-depth knowledge of all aspects of job search and career development, including workplace practices, job search strategies, labour market trends, and available resources.
- Proven ability to conduct outreach to clients and service providers to effectively promote KMC programs.
- Strong communication and interpersonal skills, with the ability to inspire and motivate clients, and the capacity to build rapport with staff, volunteers, community partners, and other stakeholders.
- Ability to work independently, actively seek new information, engage in self-directed learning, and build the connections necessary to support clients effectively.
- Excellent presentation and facilitation skills, with a demonstrated ability to engage and educate diverse audiences.
- Strong organizational and planning skills, with the ability to manage multiple tasks and priorities efficiently.
- Strong digital literacy skills, including proficiency in Microsoft Office, online meeting platforms (e.g., Zoom, Teams), and a willingness to learn and use a variety of digital tools and platforms.
- Flexibility to work evenings and weekends as needed and the ability to work from any of the agency's sites.
- Experience with iCARE reporting is an asset.
- Fluency in written and spoken English, as well as a second language commonly used by newcomers and immigrants
- Quick learner, team player, and self-motivated.

### Application Process:

Please submit your **resume** and **cover letter** to [info@kababayan.org](mailto:info@kababayan.org)

Kababayan Multicultural Centre is an equal opportunity employer. We welcome applications from all qualified individuals.

**Application Deadline:** September 15, 2024, 5:00 pm