



NATIONAL ADVOCACY.
COMMUNITY ACTION.



*YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing.
We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality*

Internal and External Job Posting
Full-Time Job Coach/Job Developer, Pre-Apprenticeship Programs (Contract)
YWCA Women in Trades and Technology (WiTT)
JOB ID: WiTT665

Employment Type:	Full-Time, Contract
Work Hours:	35 hours per week
Salary:	\$48,841 annually (Level 5-) plus comprehensive benefits
Location:	Etobicoke, Ontario
Contract Start Date:	As soon as possible
Contract End Date:	March 31, 2023
Internal Application Deadline:	Wednesday, April 6, 2022
External Application Deadline:	Friday, April 8, 2022

JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

The Job Coach/Job Developer is responsible for coordinating the promotion of the program and helping with the selection of candidates who are eligible to enter the Pre-Apprenticeship Trades programs. The incumbent will be responsible to do intake and assessment of prospective participants, facilitating employment readiness sessions, providing support and conducting evaluations, working closely with employers to design work placement and pre-employment workshops. The responsibilities are to be carried out in accordance with the mission and policies of YWCA Toronto.

ABOUT YWCA TORONTO – PRE-APPRENTICESHIP PROGRAMS. WOMEN IN TRADES AND TECHNOLOGY

YWCA Toronto's Pre-Apprenticeship Painter-Decorator, Terrazzo, Tile & Marble Setter and Architectural Glass and Metal Technician programs are skilled trades training programs to help women and gender diverse individuals overcome barriers to accessing the construction industry and enter traditionally male-dominated careers in the skilled trades. The programs provide participants with trades training in a state-of-the-art facility, operated by the Finishing Trades Institute (FTI) and the Terrazzo, Tile and Marble School licensed for these trades in Ontario. The objective of the Pre-apprenticeship programs, is to provide women and gender diverse individuals with well-remunerated career options and rectify current gender imbalances by increasing the presence of women in the skilled trades and the construction industry.

KEY RESPONSIBILITIES

- Plans outreach activities for recruiting eligible participants for the Pre-Apprenticeships training programs in consultation with the manager and the training partners for each training program;
- Organizes and facilitates assessment workshops;
- Organizes and facilitates employment readiness sessions;

- Provides individual counselling to the participants and assists them to develop individual training plans;
- Develops and maintains current and relevant materials including workshop materials for the program;
- Identifies employers who are willing to offer paid or unpaid placements;
- Works closely with employers to design work placements and pre-employment workshops;
- Maintains records and compiles program statistics; prepares reports and correspondences and conducts follow up calls;
- Participates at appropriate team, agency and community meetings, in case conferences and acts as an advocate on behalf of participants;
- Develops and maintains community contacts for referrals and outreach.

QUALIFICATIONS

- In-depth knowledge of an academic discipline normally acquired through completion of an undergraduate degree in Social Work, Adult Education, Red Seal apprentice, journey person, or equivalent;
- 3-5 years' experience in related field (**Cases for Equivalency will be considered**);
- Group Facilitation and Life Skills Training required;
- Level B Testing would be an asset;
- Counselling approach that is flexible, de-escalates tension, teaches conflict resolution and is focused on success;
- Ability to work within an anti-oppression, feminist framework;
- Ability to deliver culturally sensitive services in a multicultural environment;
- Demonstrated ability to work under pressure;
- Ability to handle crisis situations effectively both in person and by telephone;
- Strong organizational and interpersonal skills;
- Excellent written and verbal communication skills;
- Proficiency in Microsoft Word, e-mail and the Internet;
- Ability to maintain a positive approach and a professional manner at all times;
- Owning a motor vehicle would be an asset.

HOW TO APPLY

Please submit your cover letter and résumé to Barbara Hills, Manager of YWCA Women in Trades and Technology at tradesandtechjobs@ywcatoronto.org **Please quote JOB ID number WiTT665 and your name in the subject line.**

Vaccination Policy: In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees are required to be fully vaccinated with a COVID-19 vaccination series by October 30, 2021. As a condition of hire, new staff will be required to submit proof of vaccination prior to their first day of work. The YWCA will consider written requests for accommodation under the Human Rights Code on a case by case basis and will accommodate those individuals who are legally entitled to accommodation.

Please note: A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. **Please indicate on your cover letter and email subject line if you are an internal candidate.** For internal applicants, this position is not secondable.

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

Posting Date: March 28, 2022