



Job Description

Position: Employment Coach & Facilitator, Skills Department

Want to do work that makes a difference?

We work to change lives. Check out our mission, vision and values on our website. Don't forget to read about how we work with our participants to make a difference.

Momentum staff work cooperatively with others, demonstrate flexibility in organizing work, have strong communication skills, and demonstrate thoughtfulness in decision making. As a learning organization, Momentum staff are expected to continuously develop professionally and personally.

Staff are non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We use financial literacy, skills training, and small business development as tools to empower people as they exit poverty.

We're striving to be an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We are professional and diverse, so you'll find a range of people and backgrounds working here: from MBAs to Social Workers and everything in between. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

Responsibility:

The Employment Coach (Coach) reports to the Skills Manager, with support from the Skills Coordinator. The Coach will participate in and support the vision of the Skills department across both our integrated skills training and employment support programming areas.

Key Areas of Responsibility:

- One on one and group coaching around moving forward with a career in the Trades (with a focus on immigrant participants)
- Direct employer engagement (finding both work experience placements and full time jobs)
- Assisting participants in finding other life supports to enable them to stay on an employment track
- Organizational and team involvement

Primary Relationships:

- Manager, Skills Department
- Coordinator, Skills Department
- Employer Engagement Facilitator, Trades Program
- Facilitator, Job Boost Program
- Participants and past participants

- Momentum staff

Major Responsibilities:

Employment Counselling & Coaching (50%)

- Up front assessment of barriers
- Learning plan development
- Ensure unaccepted candidates are counselled as to other more appropriate opportunities
- Support the Job Boost Facilitator in responding to phone, drop-in and email inquiries
- Maintain existing electronic record keeping systems on participants and employers
- Assist in the planning, preparation and delivery of special events
- Complete quarterly program and funder reports, in a timely fashion
- Maintain contact and provide employment support throughout the full apprenticeship journey to ensure participants are working in field of training
- Support to past participants, up to and including journeyman support, in specific job search opportunities
- Support past participants who are laid off to secure employment in their field of training
- Mentoring with successful tradespersons
- Career coaching (including the delivery of formal group training in this area)
- Assistance in compiling skills portfolio and other documentation
- Market services to past participants of other Trades Training programs in Calgary working with immigrants and Aboriginal persons
- Work with community services and resources to stay current on criteria and admission criteria for related resources and supports.

Direct Employer Engagement (20%)

- Make direct, face to face, phone and email contact with potential employers in the communities our participants live in
- Find engaging work experience placements for 100% of program participants
- Facilitate opportunities for participants to become indentured
- Develop connections to industry through outreach, networking and relationship building
- Establish and maintain working relationships with industry associations, First Nations, and unions
- Develop and implement a project to promote Employer Sponsored Training at Momentum
- Support labour market research when required
- Liaison/advocacy with apprenticeship system

Participant Life Support (20%)

- Support participants' day-to-day concerns, particularly with respect to funding and financial issues
- Maintain familiarity with the scope and variety of services and programs available to support participants
- Make appropriate referrals as required, and follow up regarding outcomes
- Support the Job Boost Facilitator in responding to phone, drop-in and email inquiries
- Maintain a current knowledge of issues affecting inquirers and applicants including career paths, current resources and learner benefit systems/grants
- Establish and maintain good working relationships with other related agencies and organizations

Organizational Involvement (10%)

- Facilitate communication and cooperation between the Skills Department and other programs/departments
- Attend team meetings, Momentum staff meetings, Committee meetings and events
- Participate in organizational related activities – committees, monthly chores, reception cover off, etc.

Qualifications

- Experience in working with multi-cultural and/or highly barriered participants
- Strong knowledge of trades and the apprenticeship system
- Demonstrated ability to network, build and maintain excellent relationships in both one on one and group settings
- Excellent interpersonal, collaboration and communication skills
- Tenacious, persistent, professional
- Demonstrated success with employment outcomes
- Ability to use your network and the hidden job market to secure employment
- Understanding of the industrial labour market
- Able to work independently and take a high degree of initiative, as part of a dynamic team
- Sound knowledge of computers, MS Office environment, tools to manage data, and social networking
- Ability to collect and maintain program information (ie. data collection, documented processes)
- Ability to prioritize and multi-task
- Excellent coordination and analytical skills
- Must have access to a vehicle

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM0203

Closing Date: Until suitable candidate is found

Applicants should state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit www.momentum.org