

Job Title: Employment and Wellness Counsellor

Program: The Wellness Employability Skills Training (WEST) program is a free employment program for people between the ages of 15-30yrs of age who are experiencing barriers to employment and would benefit from employment training, intensive individual support and ongoing mentorship.

Key Duties and Responsibilities:

- Assess applicant's suitability to enroll in the WEST program
- If not suitable for the WEST program, refer the applicant to appropriate community resources
- Support the participants to complete the self-identified barriers to employment
- Complete the individualized Action Plan and needs assessment with the participant once accepted into the WEST program
- Facilitate the development of a back to work wellness plan with the participants
- Establish supportive and trusting relationship with the WEST participants
- Provide ongoing support and evaluation of participants' progress throughout the program
- Provide individual wellness sessions to participants as needed throughout all phases of the WEST program in order to successfully complete the programming and achieve meaningful employment
- Assist participants to access specialized community supports, resources, and referrals while participating in all phases of the WEST program; accompany to on site resources and appointments for referrals and intakes
- Facilitate specified essential skills and wellness workshops during the WEST curriculum as needed

Skills and Abilities

- Knowledge of assessment techniques (when working with persons experiencing multiple barriers/vulnerable populations)
- Understanding of mental health and substance use and current treatment methodologies and appropriate and accessible resources
- Ability to use evidence-based intervention strategies for participants with mental health, substance use, and other concerns

- Knowledge of trauma informed and culturally safe practice
- Ability to establish and maintain a positive rapport with WEST participants
- Ability to communicate effectively both verbally and in writing
- Ability to work independently and cooperatively as part of the WEST employment team
- Knowledge of community supports and resources

Qualifications

Diploma in Human Services or an equivalent combination of post-secondary education and experience

- Experience working with vulnerable populations including those with mental health, addictions, and developmental disabilities
- Excellent written and oral communication skills, dispute resolution, and problem-solving skills
- Proficient in Microsoft Suite and strong administrative skills required
- Proficient in case management and working in a fast-paced environment

Job Requirements

- Criminal Record Check
- Emergency First Aid
- Class 5 driver's license
- Reliable vehicle

Work Expectations

This job description provides an overview of the duties and responsibilities for this role but does not list every task within it; all tasks and job requirements will be within the framework and context of this job overview.

This is a contract position, 20 hours per week, scheduled weekdays between the hours of 8am-4pm.
Hourly rate \$27-\$30, in lieu of benefits