



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our values. We have identified six core values that form our approach to serving clients, customers and each other:

Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity

Position: Employment Specialist
Status: Casual
Location: 1900 City Park Drive, Suite 100, Ottawa, ON K1J 1A3

Role Summary:

The Employment Specialist develops and maintains a current working knowledge on all programs and services to recognize and support employability. The Employment Specialist provides customer service to our candidates by identifying their initial needs, administering program registration, and providing support with resources and information for their use within the centre.

Education:

- Completed post-secondary education in relevant field from a recognized Canadian Institute, or its equivalent.
- Appropriate certifications, certificates, and/or training relevant to the counselling field such as Career Development Practitioners Certificate designation an asset.

Experience:

- Minimum two years' experience in Human Services Field or another related field
- Experience with effective job/career search strategies
- Experience using career planning and decision-making tools
- Experience in writing, critiquing, and editing résumés and cover letter

Required Skills:

- Able to work with people with disabilities
- Able to work with diverse group of participants and establish rapport quickly
- Excellent interpersonal skills
- Proficiency in a multi-task and multi-need environment
- Strong administrative and organizational skills
- Intermediate user of Microsoft Office (Word, Excel, and Outlook)
- Fluently bilingual in French and English essential (written and oral communication) an asset

Knowledge:

- Knowledge of careers and occupations, various job requirements, job search skills
- Knowledge of community and government resources available to clients
- Knowledge of the local and provincial labour markets
- Basic understanding of computer networks, hardware, and office equipment

Hours: Hours for this position will be on a **casual, as needed basis**.

Current Hours of Operation: Monday to Friday 8:30 a.m. – 4:30 p.m.; Wednesday until 7:00 pm (subject to change)

Travel: Occasional travel may be required

Hourly Rate: Employment Specialist pay scale applies

How to Apply: Please submit a cover letter and resume by e-mail to the attention of Lisa Manwell, Team Leader at jobs@agilec.ca .

Please place **ES CAS - Your Last Name – OTTAWA** in the subject line of your email.

Closing Date: September 28, 2021

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted.