



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 1: Career and Education Counsellor**

**Position 2: Career and Education Counsellor – Bilingual (French/English) Requirement**

**Status:** Full-time  
**Location:** Agilec Corporate Head Office  
**Address:** 419 King Street West, Suite 3560, Oshawa, ON L1J 2K5

**Role:**

All candidate/coach interaction will take place in a virtual environment (via webcam and/or phone). The Career and Education Counsellor provides coaching and support for the development of a career and/or education plan. In addition to plan development, the program includes provision of labour market information services, online resources and instruction modules, one-on-one career counselling and/or education counselling, referrals to other organizations, job finding assistance (including job placement), and support once employment has started. This program is outcomes based.

**Security:** Must be eligible or hold a valid Reliability Status granted by the Canadian Industrial Security Directorate of Public Service and Procurement Canada (fingerprints are required).

**Requirements:**

Career and Education Counsellors must have a minimum of 12 month's work experience in career and employment counselling over the last three years and have one of the following:

- Canadian Counsellor Certification (CCC)
- Psychoeducator (Ps. Ed) registered with Ordre des psychoéducateurs et psychoéducatrices du Québec, or
- Career Counsellors registered with the Ordre des conseillers et conseillères d'orientation du Québec

OR

- Possess minimum academic and professional requirements - a Master's in education/counselling/social work or a Bachelor's Degree in a related field; and a



419 King Street West, Suite 3560, Oshawa, ON L1J 2K5  
905-443-0477 • 1-800-361-4642 • F: 905-443-0483  
www.agilec.ca

current RRP certification

**Additional Experience Requirements:**

- Employment case management and assessment
- Working in an employment counselling environment
- Working collaboratively with community partners and training providers

**Required Skills:**

- Able to work with diverse participants
- Establish rapport quickly and maintain effective working relationships.
- Excellent interpersonal skills
- Effective communication, comprehension, and active listening skills
- Interviewing skills, adjusting communication style dependent on participant personality and learning style
- Solution focused coaching skills
- Able to discuss barriers and employment maintenance issues with clients
- Conflict resolution skills
- Ability to motivate and empower others through facilitation, coaching, and positive feedback
- Exceptional computer skills will be required as the systems will be virtual
- Time management, problem-solving and decision-making skills
- Ability to coach and facilitate change

**Knowledge:**

- Current job search techniques and theories of career counselling
- Knowledge of motivational interviewing, coaching techniques and job placement
- Knowledge of careers and occupations, various job requirements, job search skills, career planning
- Knowledge of community and government resources available to clients
- Knowledge of local and provincial labour markets
- Ethical decision-making

**Hours and Duration:** 40 hours per week (subject to change)

**Hours of Operation:** Monday to Friday 6:30am-8:00pm (subject to change)

**Travel:**

- May be required to travel within or outside of regular working hours to meetings and community events, training, seminars, or to work in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

**Hourly Rate: Commensurate with experience**

**How to Apply:**

Please submit a cover letter and resume by e-mail to the attention of Adrienne Haight, Chief Innovation Officer at [jobs@agilec.ca](mailto:jobs@agilec.ca)

Please place **CEC – Your Last Name** in the subject line of your email.

**Closing Date:** January 15, 2018

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.