



## **We are looking for an Employer Liaison to join our Hamilton team**

**Position:** Employer Liaison – Vocational Rehabilitation  
**Status:** Full-time, Temporary (up to 12 months)  
**Location:** 1685 Main St. W, Suite 300B , Hamilton, ON L8S 1G5

**Role Summary:** The Employer Liaison (job developer) supports clients with barriers in locating sustainable employment opportunities while working directly with employers to promote Agilec services, determine employer needs, and propose solutions through job matching and placement of clients.

**Education:** Completed undergraduate and/or post-secondary training in relevant field from a recognized Canadian Institute, or its equivalent, **and;**

**Required:** Certification or eligibility in one of the following: CVRP, CCRC, RRP, RVP, CHRP, or CDP.

### **Experience:**

- Minimum three years' experience working collaboratively in Employment Services/Vocational Rehabilitation, both public and/or private sector, and
  - Job Development, Employer Outreach, and /or recruitment experience
  - Experience in marketing, sales, and promotions
  - Staffing Firm or Human Resources experience
  - Experience working with those identifying disabilities or other barriers to employment.

### **Required Skills:**

- Able to work with diverse group of 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
- Ability to assimilate financial, medical, psychological, vocational and social details.
- Solution focused counselling skills



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- Able to discuss barriers and employment maintenance issues with clients
- Conflict resolution skills
- Ability to motivate and empower others through counselling and positive feedback
- Intermediate user of Microsoft Office Suite (i.e., Word, Excel, Outlook)
- Time management, problem-solving and decision-making skills
- Ability to coach and facilitate change
- French language is an asset but may be a requirement in programs designated as offering a bilingual service.

**Knowledge:**

- Knowledge of disabling conditions and accommodations
- Understanding of rehabilitation, careers and occupations, various job requirements, job search skills, career planning and rehabilitation systems.
- Understanding of psychology and human behaviour
- Understanding of rehabilitation tools
- Understanding of counselling, vocational rehabilitation and employment theories and practices
- Community and government resources available to clients
- Local and provincial labour markets
- Ethical decision-making.

**Hours and Duration:**

*Up to 40 hours/week – variable hours.*

Hours of Operation: Monday to Friday 8:30 a.m. - 4:30 p.m.

**Travel:**

- Will 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:** Employer Liaison pay scale applies

**How to Apply:** Please submit a cover letter and resume by e-mail to the attention of **Kim Davies** at [jobs@agilec.ca](mailto:jobs@agilec.ca)

Please place **EL – Your Last Name - Hamilton** in the subject line of your email.

**Closing Date:** May 2, 2019

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. [www.agilec.ca](http://www.agilec.ca)