

Manager, Employment Services – Brampton Location

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. Our organization serves more than 16,000 job seekers annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, **ACCES** receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto. We are looking for skilled and career-oriented people who thrive in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

For this position, we are seeking a results-oriented team player with demonstrated management skills in a not-for-profit environment. Reporting to the Director, Services, this individual will be responsible for overseeing all aspects of client service delivery at the Brampton location overall, and specific accountability for Employment Ontario services. As part of the management team, this is a non-unionized position.

Duties and Responsibilities:

- Manage and supervise staff including programs and services coordinator, employment consultants, job developers and administrative staff
- Provide leadership and expertise to employment team in areas of assessment, case management, problem solving, intervention, crisis management, and understanding the principles and ethics of counseling
- Coordinate the recruitment, training and management of new employees, volunteers and placement students
- Conduct performance reviews and support staff in identifying and pursuing professional development and training opportunities
- Manage and coordinate all assigned programs and services, ensuring all funding requirements and commitments are met
- Monitor outcomes and success rates of programs to ensure compliance with funding requirements.
- Identify needs and ensure target results are achieved
- Participate in the development and implementation of an effective outreach strategy to create and enhance relationships with community partners, funders and employers
- Demonstrate sensitivity to the cultural awareness with regards to the needs of newcomers clients
- Represent ACCES in Brampton community networks and collaboration initiatives
- Participate in planning activities and work collaboratively within the management team
- Preparation of proposals, regular reports & statistics
- Coordinate and ensure all site facilities' maintenance and repairs, equipment and furniture procurement are implemented
- Other duties as assigned by Management.

Qualifications and Experience:

An organized self-starter with experience and education in the following areas:

- University Degree in Business or Counselling related field

- Over 5 years of work-related experience in Human Services and minimum of 3 years experience of supervision and program or project management.
- Exceptional strength in human resources areas of performance management, team leadership and staff coaching/mentoring, preferably in a diverse setting
- Solid knowledge and understanding of local labor market trends and community services networks
- Outstanding communications skills, both written and verbal
- Proven strength and knowledge of career and employment counselling issues
- Experience developing community partnerships and funding proposals
- Experience in the not-for-profit sector and/or employment sector is an asset
- Excellent organizational, planning, problem solving and time management skills
- Ability to prioritize and appropriately identify and respond to urgent situations while meeting competing deadlines
- Ability to travel to all ACCES locations, employer sites, outreach and networking events

Interested persons should send their resume with a covering letter:

ACCES Employment Hiring Committee

By email: hr@accesemployment.ca

Please Note: This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.