



JOB POSTING

POSTING #: 2023-14

EMPLOYMENT ADVISOR (FULL-TIME, CONTRACT)

THE OPPORTUNITY

Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.

Eva's Turns Youth Homelessness into Home

Youth experiencing homelessness who are Black, Indigenous, 2SLGBTQ+, racialized, or newcomers are overrepresented in the population of youth experiencing homelessness. In Canada, racism, specifically anti-Black and anti-Indigenous racism, permeates society, creating social and health inequities.

To respond to the needs of homeless youth and decrease social and health inequities experienced by Black, Indigenous and racialized youth, culturally responsive supports, and services must be provided. These supports center the identities and cultures of young people and affirm their holistic identity, taking into consideration the barriers they navigate in their daily lives. This ensures that services respond to the specific needs of youth instead of compounding the barriers they are already facing.

Eva's was founded in 1989 by Eva Smith, a Jamaican immigrant, advocate, and activist. You can learn more about her legacy here: [Home - Eva's Initiatives for Homeless Youth \(wpengine.com\)](#)

Eva's provides shelter, transitional housing, and health and well-being programming to help youth experiencing or at risk of homelessness in Toronto. Join our expert staff help young people reach their potential and lead fulfilling, healthy lives.

At Eva's, we help young people move from crisis to stability with the ultimate goal of moving to independence. We work with each young person to develop an achievable action plan, attain their goals, and build strong community connections.

ROLE OVERVIEW

This position reports to Program Manager, Education and is located at **Eva's Phoenix**: 60 Brant St, Toronto ON. This is a contract position until **November 30, 2023**, with a possibility for an extension. This position will be from Monday-Friday, 40 hours a week.

RESPONSIBILITIES

The Employment Advisor is responsible for planning and delivering a dynamic workshop-based employment training program for homeless and at-risk youth. As part of the Training & Employment team, the position is involved in workshop design and facilitation, participant assessment and intake, and provision of employment counselling and case management support.

The Employment Advisor will use a strengths-based, trauma-informed, and anti-oppressive approach to coach, support and monitor participants throughout their participation in employability training and work placement. The candidate will work with internal and external service providers to deliver a market-driven and innovative training program for young adults, many of whom have been alienated from traditional educational settings.

The Employment Advisor will provide one-to-one employment services to case-managed clients, and as such must have strong counselling skills and knowledge of labour market trends, workplace norms and required skills and knowledge. The candidate must also be comfortable developing customized service plans, and working with internal and external partners to provide wrap-around supports. The position is based in a shelter environment with its associated stresses, and with youth who may at times be in crisis and may demonstrate related behaviours.

Program Delivery and Case Management

- Conduct needs assessment and intake of program participants.
- Develop, review, and revise individualized service plans with participants
- Participate actively in Eva's case management practice including case conference, consultation and collaboration.
- Conduct individual counselling on issues related to career planning and job readiness.
- Design, facilitate and evaluate workshops on career and life skills topics related to career planning, and job search.
- Assist clients in developing a suitable career plan using both formal and informal assessment tools
- Coordinate and deliver on/offsite/virtual program activities in collaboration with internal and/or external partners.
- Make referrals to internal and external community resources integral to the stability of participants

Outreach and Community Relations

- Promote Training and Employment programs and liaise with internal and external stakeholders to ensure programs are effectively delivered.
- Develop and maintain meaningful partnerships with employer partners, community organizations and/or individuals that would add value to Training and Employment programs
- Promote job-ready youth and provide ongoing pre and post-placement supports
- Keep abreast of trends in the labour market, as well as understanding of skills/competencies universally needed in broader workforce.
- Attend relevant events/networking meetings to engage potential employer partners, service providers, etc.

Administration

- Document and maintain accurate participant progress and case files in accordance with agency's case management policy and procedure, as well as departmental practice manual.
- Contributes to reports and statistical records as required by funding agreement and agency needs
- Adhere to Eva's Initiatives Human Resources Policies as well as the departmental protocols and procedures.
- Ensure all documentation, case notes and required reports are completed and submitted on time.

Other

- Attendance and participation in team meetings, agency-wide meetings and/or training, and internal/external and activities as required
- Other duties as required by the program manager

QUALIFICATIONS

- Post-secondary education in Social Services or equivalent work experience
- Knowledge and understanding of at-risk, homeless and/or precariously housed youth.
- Demonstrated ability in working with a trauma informed, harm reduction approach and from an Anti-Black racism, anti-oppression and culturally safe perspective/framework
- Understanding of issues related to youth homelessness, 2SLGBTQ identities, mental health and substance use problems and disorders, and developmental and learning disabilities
- 2-3 years case management experience with marginalized populations
- 2-3 years of experience in designing and facilitating workshops
- Demonstrated ability to develop SMART goals, facilitate individualized service delivery plans and resolve complex cases in collaboration with diverse stakeholders
- Demonstrated ability to plan, track and coordinate program activities
- Demonstrated experience producing resumes, cover letters, and other self-marketing materials
- Effective organizational, time management and multi-tasking skills
- Demonstrated resiliency and agility, and ability to work under pressure
- Skills in conflict resolution, crisis management, creative problem solving and professional communication skills (verbal and written)
- Experience developing partnerships with diverse stakeholders and maintaining long-term relationship in achieving program goals and innovation
- Comfortable working in a fast-paced and unpredictable environment while handling competing deadlines and priorities
- Knowledge of current labor market trends and employer needs in both private and non-profit sectors
- Willingness to learn, take constructive feedback and use the feedback to grow as a profession
- Knowledge of adult education and motivational interviewing approaches an asset
- Proficiency in MS Office, MS Outlook, and cloud computing applications

SALARY

The position is unionized, with an hourly rate of \$30.88.

APPLY

Submit a cover letter and resume in one PDF document to careers@evas.ca. Be sure to indicate **2023-14 Employment Advisor** in the title. No phone calls, please. This position will remain open until it is filled.

CONDITIONS OF EMPLOYMENT

The City of Toronto has put in place a mandatory vaccination directive for City-funded shelters, and Eva's is obligated to comply with this legislation as per our funding agreement. In view of this, new Eva's employees are required to be fully vaccinated against COVID-19 as a condition of hire. New Eva's employees will be required to provide proof of full vaccination status to the People and Culture team via an upload in ADP upon being granted access. This information will remain confidential and will not be disclosed to Eva's staff or management. New Eva's employees will be entitled to reasonable accommodation in accordance with human rights legislation.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

LAND ACKNOWLEDGEMENT

We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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Connect with us @evasinitiatives