



Centre for
Newcomers

Welcoming People from Around the World

**Position Title: Career Practitioner (.5)
Career Development and Job Search Services Program
Employment Services Department
Posting No 10-06**

Position Summary:

The Career Practitioner assists clients to become self sufficient in their career development management. The Career Practitioner assists the clients in identifying and meeting their employment goals by helping them to return to work, find new work, or access training opportunities.

This is a .5 maternity leave contract position starting immediately and continuing until approximately Sept 15, 2010. The position reports to the Employment Services Coordinator in the Career Development and Job Search Services department. The hours are 12:45 to 4:30 pm with some evening and weekend work required.

Responsibilities include:

- Assess client job readiness and need for referral to the Centre's employment services
- Provide orientation to the resources at the Career and Business Hub
- Provide resume critiques and interview preparation and other job search coaching
- Provide guidance on access to Service Canada on-line services
- Ensure that materials and resources are well stocked and displayed with current information and that labour market information including job postings is up to date.

Qualifications:

- Excellent employment counselling skills, in particular versed in Canadian job search strategy and techniques
- Good analytical, assessment and communication skills
- Strong organizational and time management skills
- Culturally competent: familiar with serving clients from other cultures than your own. A second language would be preferred.
- Excellent computer and internet skills with ability to trouble shoot minor computer issues
- University degree

To apply, please email your resume quoting the posting number 10-06 to:
jobs@centrefornewcomers.ca

Applications will be accepted until a suitable candidate is found. Only candidates chosen for an interview will be contacted.

Posting Date: March 9, 2010