

Community and Human Services
Job Placement Specialist - Summer Student Position

Job Description:

- Assist Ontario Works applicants and recipients in developing employment action plans and negotiating participation agreements that will facilitate financial independence
- Assist in the development and preparation of resumes and cover letters
- Provide direct referrals to available employment opportunities
- Monitor client progress, record employment stats, prepare case notes and follow up with employers as required
- Refer clients to supporting agencies and community resources
- Comply with the Ontario Works Act and local departmental policies
- Additional duties as required

Skills/Qualifications:

- Enrolled in post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2018
- Strong interpersonal skills
- Ability to motivate people
- Ability to develop a quick working rapport with people of various backgrounds
- Ability to manage multiple tasks and establish priorities
- A working knowledge of the Ontario Works Act and local community resources would be an asset
- Sound knowledge of computers (Internet and MS Programs)
- Clear police background check
- Confidentiality Agreement must be signed

Work Locations: Belleville, Quinte West, Madoc and Bancroft

Position Length: May 22 – August 24, 2018

Closing date to Apply: February 21, 2018

Please direct resumes to: careers@hastingscounty.com

PLEASE QUOTE 'SUMMER STUDENT **Posting #2018-SUM-CHS-31 - 39** IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted. "The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."