

# Job Description

## Employment Officer

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Employment Officer is responsible for providing career and employment counseling and facilitating and promoting community employment in order to secure employment opportunities for local residents.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Employment Officer reports to the Senior Administrative Officer and is responsible for facilitating community employment initiatives; providing career counseling to local residents; identifying and fostering employment opportunities; securing funding for employment activities and programs; and administering and monitoring community employment programs.

Providing adequate services will result in employment opportunities to increase the level of employment and income within the community and reduce individual dependence on social programs. Providing increased employment opportunities will have a significant effect on the overall well being of community residents.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Assists local residents with job preparation and job search activities

#### Main Activities

- Interview residents to obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews
- Provide career and training and education counselling
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of residents
- Assess the need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate services
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Provide consulting services to community groups and agencies, business and industry, and to other organizations involved in providing community-based career planning resources and/or employment opportunities

2. Identify employment opportunities for local residents

Main Activities

- Identify current and prospective staffing requirements for local businesses and organizations
- Identify current and potential staffing requirements with governments and industries in the area
- Maintain strong contracts and liaise with businesses and industries concerning current and upcoming employment opportunities
- Prepare and post notices and advertisements, and collect and screen applications
- Advise job applicants on employment requirements and on terms and conditions of employment
- Review candidate inventories and contact potential applicants to arrange interviews and arrange transfers, redeployment and placement of personnel
- Co-ordinate and participate in selection and examination boards to evaluate candidates
- Notify applicants of results of selection process and prepare job offers
- Supervise personnel clerks performing filing and record-keeping duties

3. Facilitate local employment for major industry

Main Activities

- Maintain a database of local residents interested in employment with industry partners
- Be familiar with industry employment legal and training requirements
- Be familiar with employment agreements with industry
- Provide advice to residents on industry employment requirements
- Arrange for interviews of local residents
- Arrange for appropriate testing of local residents
- Arrange for travel and accommodation for local residents
- Maintain statistics and records on local employment with industry partners

4. Complete administrative functions to ensure that the employment program is properly funded and administered

Main Activities

- Prepare and monitor the community employment budget
- Prepare proposals for funding
- Maintain confidential records and statistics on local community employment
- Report to Council concerning employment records and statistics
- Submit required reports concerning industry, funding agencies and others
- Assist with the office operation
- Attend career fairs and promote the community for career and job opportunities

5. Perform other related duties as required



## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ career counseling planning and development theories and practices
- ✓ employment agreements, requirements and legislation
- ✓ human resource planning and development
- ✓ educational development test administration and interpretation local
- ✓ regional and territorial employment potential and opportunities
- ✓ office administration
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern economic, cultural and political environment

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to provide career counseling and training and development services
- ✓ ability to analyze community employment opportunities
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ effective financial skills
- ✓ computer skills including the ability to operate computerized word-processing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Employment Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Employment Officer would normally attain the required knowledge, skills and attitudes through completion training in Career Development and/or Human Resource Planning combined with related experience. Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Employment Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Employment Officer may also have to do some light lifting of supplies and materials from time to time.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Employment Officer may have to manage a number of projects at one time, and may be interrupted frequently. The Employment Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Employment Officer to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Employment Officer will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.