



Vietnamese Women's Association of Toronto

o/a VWAT Family Services

Established 1982 – Charitable No. 86061 5848 RR0001

1756 St. Clair Avenue West, Toronto, ON M6N 1J3

JOB DESCRIPTION

JUNIOR EMPLOYMENT COUNSELLOR

Reports to: Manager of Settlement & Employment Services

Job Summary: The Junior Employment Counsellor delivers employment services to newcomers under the close supervision of senior staff. This entry-level role provides job readiness support and allows for the development of key employment counseling skills, all while receiving mentorship and guidance from more experienced team members.

Duties and Responsibilities:

1. Maintain punctuality and inform the Manager of Settlement & Employment Services if running late or absent.
2. Deliver employment services to newcomers, including job search support, resume writing, interview preparation, and career guidance, with oversight from senior staff.
3. Assist in preparing materials and co-facilitating workshops on employment readiness, job application strategies, and labour market trends.
4. Participate in outreach activities by helping distribute promotional materials, attending community events, and shadowing senior staff during client engagement efforts.
5. Assist in maintaining client records, compiling documentation, and ensuring accurate case management under supervision.
6. Provide administrative support for job matching, recruitment, and employer relations as needed.
7. Compile and assist in preparing statistical reports, tracking client progress, and reporting on program outcomes.
8. Support senior staff in coordinating job fairs, networking events, and training sessions that enhance clients' employability.
9. Perform other tasks as assigned by senior staff or the Manager of Settlement & Employment Services



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Training and Development:

- Participate in mentorship and on-the-job training to develop essential employment service skills.
- Attend workshops, peer learning sessions, and external training to enhance employment counseling abilities.
- Work closely with senior staff to refine client intake, career counseling, and job placement strategies, with the goal of transitioning to a more senior role.

Qualifications and Competencies:

1. Post-secondary degree or diploma in social services, human resources, or related field or equivalent experience.
2. Experience in employment services, career counseling, or job readiness support (preferred).
3. Strong knowledge of Canadian labour market trends, job search strategies, and career development resources for newcomers.
4. Ability to work independently and as part of a team, with strong accountability.
5. Proficiency in Microsoft Office and other office software; familiarity with case management and client tracking systems an asset.
6. Excellent communication, organizational, and interpersonal skills.
7. Proficiency in a second language, such as Spanish, Portuguese, Tagalog, or others, is a strong asset.

Our organization is committed to employment equity and fostering an inclusive workplace. We encourage applications from Indigenous peoples and members of the 2SLGBTQI+ community.

Applicants must submit a cover letter explaining their reasons for applying to our association and demonstrating how their skills and experience align with the requested qualifications and competencies.



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Please send your cover letter and résumé to:

VWAT Family Services

1756 St Clair Ave W, Toronto, ON | M6N 1J3

Email: info@vwat.org; or ed@vwat.org

Application Deadline: March 31st, 2025 (midnight)

While we thank all candidates for their interest, only those selected for an interview will be contacted.

VWAT Family Services values: WECAIRE

Wholesome | **E**xcellence | **C**are | **A**ccountability | **I**nclusion | **R**espect | **E**quity