



Glengarry Inter-Agency Group

EXTERNAL JOB POSTING

Employment Consultant - Integrated Employment Services

Salary Range: \$22.00 - \$25.00 per hour / 37.5 hour week

Permanent Position

Location: Alexandria, Ontario

The Employment Consultant identifies clients with challenges in the areas of market perception, skills, and experience, and matches them with employers for both paid and unpaid work placements. Training and coaching of both employer and client will be required. The Employment Consultant is responsible for developing employer relationships in the community to access the hidden job market. The Employment Consultant is responsible for assisting clients and/or employers to resolve issues that may impact the client's ability to maintain employment.

- Assist clients to identify employment barriers and in securing appropriate employment and/or educational goals
- Assist clients with career decision making
- Develop / deliver career-oriented and employment retention workshops
- Work with the IES team to assist all clients in obtaining employment, and/or training
- Refer clients out to appropriate community services as needed
- Contact clients to verify their current employment status
- Maintain regular contact providing pre-employment assistance through vocational advice, job search training, skill development, work preparation outlined in the Employment Action Plan, supporting a clients return to employment
- Assist with the promotion of the Glengarry Inter-Agency Group's (GIAG) Integrated Employment Services

A valid driver's class G license **is required** for this position.

A full description for this position, including the skills and knowledge required, can be found on our website at <https://www.giag.ca/en/about-giag/careers/>.

To apply please submit your resume and cover letter **by 12 (noon) on April 3, 2026,** to:

Maggie May Madore
Program Manager
Integrated Employment Services
Glengarry Inter Agency Group
Email: iesmanager@giag.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

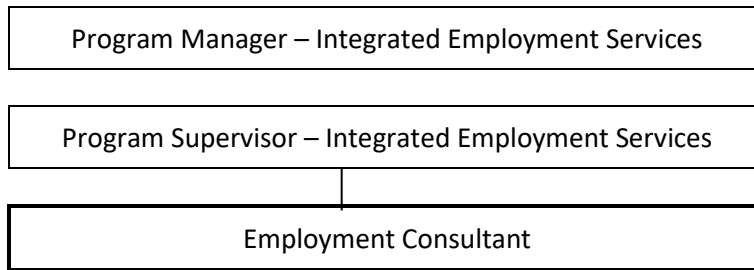
The Glengarry Inter-Agency Group (GIAG) is an Equal Opportunity Employer. GIAG will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance.



JOB DESCRIPTION

Job Title: Employment Consultant	Department: Integrated Employment Services (IES)
Date Prepared: April 1, 2025	Prepared by: Program Manager – Integrated Employment Services

Organizational Relationship



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Job Title: Employment Consultant	Department: IES
Essential Duties and Responsibilities	
	% of time
1. Community / Employer Based <ul style="list-style-type: none"> • Research, develop and maintain a database of employers in a variety of private and public industries identifying their employment needs through cold calls and in person • Advise employers on human resources and other employment related issues • Assist employers in identifying, interviewing and hiring appropriate candidates • Advocate on behalf of clients to resolve employment retention issues with specific employers • Meet with community partners to promote agency programs/services • Initiate/participate in discussions to meet identified labour market demands • Be an ambassador for the promotion of GIAG Integrated Employment Services 	50%
2. Client Based <ul style="list-style-type: none"> • Interview clients/employers to develop case history if and when needed • Identify barriers to employment and assist in developing job readiness skills and appropriate employment goals • Refer clients/employers to appropriate services • Develop and deliver employment retention workshops for groups or individuals • Maintain existing/new files with a case management approach. • Liaise with the IES team to ensure clients/employers receive full service • Collect labour market information to help clients/employers and the IES team be aware of opening/skills requirements. 	20%
3. Administrative <ul style="list-style-type: none"> • Maintain accurate case notes/data in CAMS and Caseflo • Track and manage employer incentive and workplace supports budgets as assigned through EO contracts, ensuring full expenditure of funding • Ensure timely case management • Conduct surveys as needed with clients/employers 	20%
4. Teamwork <ul style="list-style-type: none"> • Participate in: <ul style="list-style-type: none"> ○ Team meetings ○ Case conferences ○ Evaluation of programs and services ○ Community based business groups/associations/committees/networking opportunities as deemed advisable by the Program Manager/Program Supervisor ○ Special projects according to skills and interests • Act as back up during the absence of any staff member for employment consulting or general inquiries as needed • Collaborate on files: resume review, application submission review 	10%

Job Title: Employment Consultant	Department: IES
Job Specifications	
REQUIREMENT <ul style="list-style-type: none"> • University degree or college diploma in Social Services or Humanities, or a related field or equivalent work experience. • Experience working in teams, counselling, training, interviewing, assessing and time management. • Microsoft Office Platform– Outlook, Word, Excel, PowerPoint, etc. • Microsoft 365 and TEAMS to enter and remain in contact with the work team and staff. • English and French – oral and written. 	
COMPLEXITY / ANALYSES <ul style="list-style-type: none"> • The individual will be able to manage a client base of 50-100 cases at one time, assess client/employers’ barriers to employment. • They will have the ability to recognize reasons behind a client’s unemployment or underemployment, retention difficulties with an employer or job search challenges are essential. • The individual will work in a team, to brainstorm and develop strategies to assist clients/employers to increase job search skills and develop communications and self-marketing skills. • Conduct and interpret client/employer assessments; coaching and mentoring, working with individuals with complex barriers and a broad range of cultural backgrounds. 	
DIRECTION RECEIVED <ul style="list-style-type: none"> • Direction is received from the: <ul style="list-style-type: none"> ○ Program Manager and the Program Supervisor. 	
DECISION MAKING <ul style="list-style-type: none"> • The individual will make decisions concerning direction suggested to clients/employers following discussions. These decisions may impact client/employers’ success as far as individual readiness for work, ability to retain the job, need for prior training, etc. Clients who are placed in a subsidized position may use funding and still be unsuccessful; this is all part of the decision-making process. 	
ACCOUNTABILITY <ul style="list-style-type: none"> • Prime: keeping detailed accurate and comprehensive case notes and assisting clients/employers to complete paperwork. • Shared: decisions on difficult cases involving long term unemployment, job retention, assisted placement where two or more will discuss a course of action. • Minimal: accountability for cost/revenue 	
RELATIONSHIPS <ul style="list-style-type: none"> • The Employment Consultant will meet an average of two clients a day or more. • Develop and maintain relationships with community stakeholders as part of generating and managing client referrals and working relationships. • Participation in workshops/committees/networking opportunities, weekly attendance at meetings with IES colleagues to discuss cases, workplace issues and performance goals. • Monthly meetings with community partners to learn about their services, share information and have case conferences on common clients. • Annual meetings with Program Manager for performance evaluation. 	
COORDINATION <ul style="list-style-type: none"> • Work within an overall office schedule to book meetings, arrange internal meetings in conjunction with applicable team members, be available for Team meetings. • Coordinate with employers through onsite visits to ensure the best working conditions for our clients. 	

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Job Specifications	
<ul style="list-style-type: none"> • Contribute to monthly individual and team Key Performance Indicators while managing a challenging workload through prioritization and effective time management. 	
FINANCIAL IMPLICATIONS <ul style="list-style-type: none"> • Responsible for the Financial Supports budget (ERFS) and Job trials/BIA's. 	
SUPERVISION / MANAGEMENT <ul style="list-style-type: none"> • May supervise placement students. 	
WORKING CONDITIONS <ul style="list-style-type: none"> • Office Environment • Working hours – 8:30 am to 4:00 pm but hours may flex • Working mostly out of Alexandria but may be required to visit employers' sites. • Occasional travel 	