

**World Skills Employment Centre Internal/External Job Posting**  
**Skilled Trades Sector Specialist, Credential Recognition Program (CRP)**

<b>Term:</b>	Full time position (35 hours per week) to March 31, 2024 with possibility of extension
<b>Application process:</b>	Please send your cover letter and resume saved as one file with <b>Your Name_ Skilled Trades Specialist</b> as the subject heading to <a href="mailto:hr@ottawa-worldskills.org">hr@ottawa-worldskills.org</a>
<b>Deadline:</b>	Monday, August 7, 2023
<b>Salary and Benefits:</b>	\$29.81 per hour plus a comprehensive benefits plan including health, dental, RRSP and vacation leave

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**POSITION SUMMARY:**

World Skills Employment Centre, a not-for-profit employment centre for new Canadians, is seeking to fill the position of Skilled Trades Sector Specialist within the Credential Recognition Program (CRP).

The Credential Recognition Program is delivered by World Skills in partnership with OCISO, LASSA and OCLF. The program is intended to help internationally trained professionals achieve their licensing / certification /credential recognition goals and gain employment in their chosen careers in Canada.

The main role of this position is to support foreign-trained tradespeople on their way towards certification and employment in Canada, including credential assessment, trade equivalency assessment (TEA), apprenticeship and education, membership in professional associations, preparing to exams, search for employment and others.

The Skilled Trades Sector Specialist will meet with clients on a one-to-one basis for individual coaching to provide action plans for clients and to support clients during their implementation. The Skilled Trades Sector Specialist will also facilitate events including information sessions explaining the CRP program, trades-specific training and other workshops for CRP clients.

This role entails a high degree of autonomy, initiative, and leadership for the execution of the tasks described. The successful candidate will demonstrate personal commitment to, and understanding of the World Skills mission, vision, values and participant outcomes.

## **MAJOR RESPONSIBILITIES:**

### **Intake and Needs Assessment**

- Conduct employment needs assessments for CRP and World Skills clients and document client's employment goals and supports requested in the database, following a case management approach
- Follow up and further support clients with their employment action plans, documenting all interventions in World Skills and CRP program databases following a case management approach
- Refer and schedule clients into CRP workshops and other relevant programs and services, and follow up with invitation reminders and telephone calls as needed

### **Employment Coaching Services and Supports**

- Provide skilled trades coaching services and support to clients, including the co-creation of action plans towards certification and employment
- Provide guidance on certification for regulated and non-regulated trades: main steps and budget required, timelines and the application process
- Refer clients for CRP services including credential assessment, mentorship and financial assistance as required
- Connect clients to appropriate services from language classes to skills building and training programs
- Conduct research to identify information and resources related to skill enhancement and furthering education such as: training programs, applying for apprenticeships, applying for loans, accessing grants and bursaries, etc.
- Follow-up on client progress through regular check-ins and coaching
- Participate in case management discussions with CRP team and other WS team members to identify opportunities for clients who want to pursue trades opportunities

### **Training and Workshop Coordination**

- Build and maintain strong relationships with external stakeholders such as regulatory bodies, trades associations, etc., to design and deliver relevant information sessions for CRP and World Skills clients
- Coordinate trades specific trainings, information sessions, and events in collaboration with the CRP and other teams at World Skills

### **Employer Engagement**

- Work with local trades employers to identify services and supports available to internationally trained tradespeople
- Maintain understanding of local labour market trends, in skilled trades, community resources, the needs of newcomer job seekers and employers, and other stakeholders

- Work closely with the employer engagement team to identify potential candidates and to match them with employment opportunities advertised by the organization on behalf of employers
- Work closely with the employer engagement team to undertake targeted recruitment events with employers hiring in the trades sectors

### **Outreach Activities**

- Collaborate to promote and organize CRP information sessions and outreach events including community-based and social media outreach
- Represent CRP and World Skills and participate in outreach and learning events as required
- Maintain records of outreach activities and outcomes and track activity trends

### **Reporting and Team Coordination**

- Enter and maintain client information (referrals, notes etc.) in centralized profile tracking system and database
- Provide regular reports as required to document progress against program targets
- Contribute to narrative and other reports as required, including client testimonials
- Participate in CRP team professional development activities related to the Skilled Trades and pathways to employment
- Attend staff meetings, team meetings and other external meetings as required and share best practices in the program
- Perform other duties from time to time, as required by the organization

### **QUALIFICATIONS:**

- Post-secondary education in Human/Social Services, Education, Human Resources, Business or a related field with 2-3 years of progressive experience in employment and career services, human resources or recruitment or a combination of training, education, and experience
  - Fluency in English (oral and written) is essential, and other languages are highly desirable (e.g. Turkish, Spanish, French, Arabic, Ukrainian)
  - Two years of experience in providing employment supports, career coaching, labour market integration, and case management
  - Advanced skills in communication, writing, MS Office and current technologies to deliver virtual services
  - Experience in workshop coordination and group facilitation
  - Resourceful with excellent Internet research skills
  - Understanding of the challenges faced by newcomers to Canada and labour market trends with an emphasis on the skilled trades
  - Flexible, responsive and open to learning and contributing to a range of organizational activities to add value to our work
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- Sound intercultural communication skills, diplomacy, maturity and integrity
- Proven ability to work effectively as part of a team in a multi-cultural environment
- Experience in effectively running programs in a virtual environment, including creatively interfacing with digital platforms and utilizing digital tools to engage participants in meaningful experiences is an asset
- Ability to maintain confidentiality is imperative
- Ability to work under pressure, to communicate effectively (verbal and written), to establish priorities and deal with tight timelines
- Ability to recognize the need for change and to develop plans for change where necessary
- A strong work ethic having the needs of the organization and the clients as the primary priority
- Experience working with skilled trades in Canada is a strong asset
- Experience in program design and evaluation is an asset
- Previous leadership experience is an asset

World Skills operates in a hybrid environment. This position is currently expected to work in the office a minimum of 1 day per week, plus in-person meetings or events as required. In the future, staff will be expected to work in the office 2-3 days a week.

World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager upon scheduling your interview. We encourage applications from qualified people of all backgrounds, including women, member of visible minorities, Aboriginal peoples, LGBTQ++ and persons with disabilities.

**Thank you for your interest in this position; only candidates selected for an interview will be contacted.**