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OPPORTUNITY**

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ACADEMIC AND VOCATIONAL INFORMATION COUNSELLOR

General Circular No. P23/ 2114-316

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|---------------------------|---------------------------|
| Place of Work: | Jonh Grant High School |
| Status: | 100% Replacement position |
| Salary Rate: | \$26.22 to \$43.49 |
| Start Date: | Immediately |
| Immediate Superior | School Principal |

Nature of the Work

The position of academic and vocational information counsellor encompasses, in particular, responsibility for providing information, advice, assistance and guidance to students in the youth and adult sectors on programs of study, course selection and labour market to help them become familiar with academic and career paths so as to make informed choices. Goals are to expose students to different work experiences; to help them make career choices that interest them and are a "good match" for each student; ideally, placements in the community are that lead to future employment.

Main tasks and responsibilities

- Coordinate Work-Study Program at John Grant High School, places students in internship positions in a variety of areas of interest.
- Create new partnerships with employers in the Montreal community and maintain partnerships with current contacts; assists in evaluation process.
- Provides job coaching, mentorship, travel-training to work-sites and follow-up and close supervision students on internship sites.
- Provides individual career counselling; organize job search groups, career information sessions, field trips to industry, etc.
- Assess students and provide for placement activity (e.g. writing and interview skills).
- Provide for the training and supervision of two job coaches who work with students who require ongoing supervision at their work-study placements.
- Work closely with the JOP (Job Orientation Program) teacher who teaches life skills and work skills to the students in the classroom.
- Collaborates with the guidance counsellor as well as other teachers and staff within the school.
- Liaise with community organizations: CIUSS, *Centres de réadaptation*, YMCA, Emploi Québec, etc.
- Organize field trips and work on special projects.
- Assume administrative duties such as; maintaining student files, creating employer packages, tracking current student placement list
- Keeping statistics on the work-study program

Requirements and Qualifications

- Possess a bachelor's degree in an appropriate specialty, notably, academic and vocational counselling, guidance counselling
- Excellent language skills, both oral and written
- Experience in experience with clientele facing multiple barriers to employment and possess a clear conception and understanding of work integration into semi-skilled positions
- Excellent communications and interpersonal skills as the candidate must maintain close contact with the outside organizations, administrative staff, multidisciplinary team, teachers and parents
- High level of empathy, care and sensitivity to the needs of the students

To view the job description as outlined in the classification plan [click here](#) or visit their website

<http://cpn.gouv.qc.ca/en/cpnca/classification-plans/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department **by Friday, May 17th, 2024**. Please refer to the circular number in your letter of application.