



Resource Centre Employment Advisor/Facilitator

Our Ideal Candidate:

You have energy and enthusiasm for your work. You enjoy and thrive in a fast-paced environment. You are detail-oriented and an excellent communicator who is able to build rapport. Must have a passion for working with people and community collaboration. You thrive in a professional environment and welcome the opportunity to aspire to measurable targets. This position is part of a multiple disciplinary team.

Benefits for You:

- Training and development
- Opportunities to play an active role in giving back to your community
- 25 hours per week with occasional opportunities to work additional hours
- Competitive pay

Qualifications:

- Diploma or degree in Social Sciences, Human/Social Services or Employment/Career Counselling
- Confident in your skills and committed to high level of professionalism
- Client-centred approach
- Access to a vehicle and ability to travel throughout Northumberland County
- Experience in facilitation would be considered an asset

Required Responsibilities and Qualifications:

- Provide client services in 1:1 and group formats in Resource Centre
- Critique clients' self-marketing tools and refer to appropriate resources
- Have an understanding of career assessment, labour market research and job search techniques
- Manage resource materials in the Resource Centre
- Assist with development of social media posts/website updates
- Identify barriers to employment
- Facilitate job search/training sessions
- Establish and maintain collaborative relationships with community partners
- Maintain a customized case management system/track interventions
- Meet professional obligations through efficient work habits such as honouring schedules, and meeting statistical reporting timelines

Interested candidates should submit their application by way of email by **February 02, 2026** to:

Ann Newell, Executive Director, newell@watton.ca

Watton Employment Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all who apply. However, only those selected for an interview will be contacted.