



YWCA
S A S K A T O O N

Employment &
Learning Centre

EMPLOYMENT COUNSELLOR, JOB SEARCH PROGRAM
JOB POSTING

ABOUT YWCA SASKATOON: The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT: At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Pam Coates pcoates@ywcaskatoon.com.

POSITION SUMMARY:

The Employment Counsellor is responsible for providing individual and group employment supports and services. The position will work with participants, assisting them to develop skills and resources to successfully meet their employment goals.

POSITION REPORTING: Reports to Manager, Employment Services

HOURS OF WORK: Monday to Friday - 37.5 hours/week; Full time Term, in scope position.

MAJOR RESPONSIBILITIES:

- Deliver employment services that are culturally diverse and result in increased knowledge and job search skills.
- Follow accepted program development practice, facilitate the development of outcomes, outcome measures and employment interventions to achieve those outcomes.
- Intensive case management.

QUALIFICATIONS AND EXPERIENCE:

- Two years' progressive experience working one-on-one with individuals and facilitating group employment services for participants facing barriers to employment or two years' experience in related duties and responsibilities;
- Relevant post-secondary education (degree preferred) in the Social Sciences, Social Work or Adult Education - may consider a combination of relevant education and equivalent work experience;
- Proficient in delivering employment training and counselling utilizing a blended approach of in-person, phone and online (i.e. Zoom);
- Competent in the use of digital applications including Microsoft Office Suite;
- An understanding of, and commitment to, the philosophies of YWCA Saskatoon.

WAGE: As per the E&L Counselor I and/or II Wage Grid.

Please note SEIU-West is the union and bargaining agent for all in-scope employees at YWCA Saskatoon.

This is a full-time term position **from April 20th to July 31st, 2026**. Applications in the form of a resume and cover letter outlining qualifications and experience relevant to the position's responsibilities will be accepted until end of day **April 3rd, 2025** to careers@ywcaskatoon.com or through ADP's Internal Career Centre. Please note that all applications going through careers will be uploaded to the ADP Career Centre as we aim to centralize our recruitment system.

For a complete job profile, please email pcoates@ywcaskatoon.com.

YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.