



JOB POSTING

Title: Information Resource Specialist

Position Status: Full-time, Permanent

Salary: negotiable based on experience

Office Location: Middle Musquodoboit

Are you an individual with a passion for assisting and mobilizing individuals to achieve their potential? Do you enjoy being a team player who can also take the initiative and work independently? If so, we'd love to hear your story...

The YMCA Nova Scotia Works Employment Services Centre, located in Middle Musquodoboit, is looking for a dynamic individual and connector of people to join our team as an Information Resource Specialist.

The YMCA Experience

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

The Opportunity

With funding from Employment Nova Scotia, The YMCA Nova Scotia Works Employment Services Centres deliver a comprehensive service for unemployed individuals. We provide one-on-one coaching, employment assessments, needs determinations, case management, job development, employer support, employment workshops, as well as linking clients to employment opportunities and appropriate community resources.

As an Information Resource Center Specialist, you will:

- Greet clients as they enter the centre and ensure they receive appropriate service
- Receive phone calls and enroll clients in workshops
- Ensure that resource centre has up-to-date information specific to our clients' needs
- Gather and document initial client information and enter into data base system
- Conduct service and job readiness identification
- Post available jobs on job/community board and around the community
- Inform clients about all programs, services and resources available to them and refer to appropriately
- Assist clients who are using self-services
- Assist with client follow up as needed

We Offer

- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Flexible Work Arrangements, Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates



What you Bring

- Post- secondary education in Human Service field or related field of study or a combination of education and work-related experience
- Demonstrated experience in client services and facilitation
- Direct experience working with diverse groups
- Knowledge of community programs and resources
- Demonstrated ability to work with unemployed persons who face barriers to finding and maintaining employment
- Experience in Micro Soft Word, Internet/ Email and use of data base programs
- Ability to work independently and as part of a team
- Strong interpersonal skills including tact, diplomacy, and ability to establish rapport
- Demonstrated ability to display sensitivity, managing expectations and diplomacy for internal and external contacts
- Excellent verbal, written communication skills, including presentation/ facilitation skills
- Valid Nova Scotia Driver's License or access to reliable transportation
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training.**

Apply Today

Please email your cover letter and resume in one document quoting job posting in subject line by noon on July 6th to Lynda Thomas, Director at novascotiaworks@halifax.ymca.ca. We look forward to hearing your story. Please no phones or email inquires. Only those who are selected for an interview will be contacted.

The YMCA of Greater Halifax/Dartmouth values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation. We encourage all applicants to self-identify