



EMPLOYMENT CONSULTING

## **Job Posting**

### **Vocational Instructor**

#### **Part-Time Leading to Full-Time – Work from Home**

**\*Must be available during weekdays and regular business hours\***

As a Vocational Instructor at Geseron Employment Consulting (GEC) Ltd., you will play a crucial role in guiding clients through their career development journey while equipping them with the skills and knowledge needed to re-enter the workforce successfully.

#### **Job Responsibilities:**

- Guide and educate clients through GEC's Career Exploration and Job Search Assistance programs.
- Teach clients job search strategies.
- Prepare clients for job interviews.
- Generate new cover letters and resumes.
- Motivate and support clients as they transition back into the workforce.
- Monitor client progress and ensure delivery of all required program information.
- Minimum of once weekly contact with clients throughout programs.
- Complete ongoing detailed reporting from each client interaction as per GEC guidelines and standards within the expected timeframes.

#### **Requirements:**

- Comprehensive knowledge and experience with career counselling, writing cover letters, resumes, industry specific job markets, trends, and online platforms.
- Strong organizational skills with the ability to manage multiple tasks with competing priorities.
- Excellent written and verbal communication skills with the ability to present information in a clear and engaging way.
- Empathetic and motivational approach to working with clients.
- Reliable and consistent with the ability to work with minimal supervision.
- Dedicated and free from distractions private workspace.
- Computer or laptop with proof of antivirus software.
- High-speed internet connection.
- Familiarity with Microsoft office applications.
- Criminal record check.

#### **Required Qualifications:**

- Education/Training/Certification in counselling, career development, social work, vocational rehabilitation, or related field required.

- A combination of equivalent education, training, and experience may be considered. If relying upon equivalency, ensure this is clearly identified within your resume.

**Languages:**

- English is mandatory.
- French is considered an asset.

**Wages:**

- \$25.00 - \$30.00 per hour, based upon experience.

**The Successful Applicant Must:**

- Handle responsibility
- Be time-efficient
- Be motivational
- Follow instructions
- Goal set
- Attend to details
- Apply reasoning
- Listen to others
- Work consistently
- Be patient
- Support/show sensitivity to others
- Maintain standards
- Be resourceful
- Finish projects
- Keep up-to-date records
- Work alone

**The Successful Applicant Must Not:**

- Be stubborn about changing their viewpoints
- Ignore timelines
- Communicate ineffectively with people
- Be unreliable
- Be a poor listener
- Be slow to react

**Note:** *This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.*

**Please submit your completed application via email to:**

info@geseron.com