



*We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse College, creating brighter futures, greater prospects and endless possibilities!*

<b>TITLE:</b>	<b>Apprenticeship Consultant 2 Positions (Temporary, 12 month position – Project of a Non-Recurring Kind)</b>	<b>PAYBAND:</b>	<b>G</b>
<b>LOCATION:</b>	Belleville, ON	<b>HOURS:</b>	35 hrs/week
<b>DEPARTMENT:</b>	<b>Community Employment Services</b>	<b>SALARY:</b>	\$29.58
<b>POSTING DATE:</b>	April 9, 2021	<b>START DATE:</b>	<b>ASAP</b>
<b>CLOSING DATE:</b>	April 16, 2021	<b>COMPETITION #:</b>	<b>PTS21-04N</b>

**APPRENTICESHIP CONSULTANT:**

Reporting to the Director, Employment Ontario Programs, the incumbent provides a range of support services to area apprentices and employers including intake, assessment, information services and referrals to services intending to increase apprenticeship retention and program completion rates.

**APPRENTICESHIP CONSULTANT RESPONSIBILITIES:**

- Performs outreach to area employers and apprentices to share program information, recruit program participants and identify opportunities for support within the local apprenticeship community
- Assists in the development of individualized participant training plans
- Conducts participant intake meetings and assessment interviews
- Provides assistance and direction to participants to help them navigate the apprenticeship system
- Provides customized communication plan with participants outlining schedule and purpose of contact
- Assists in the provision of apprenticeship support options and recommends a course of action to program participants
- Researches and develops partnerships with local organizations offering services that could benefit participants and employers
- Maintains statistical information and case documentation in both case files and electronic databases
- Collaborates with other key stakeholders and community partners to promote appropriate service offerings
- Collects relevant information and data for the development of participant case files



## **QUALIFICATIONS:**

- Completion of a two (2) year college diploma in social services or related field. Specific post-secondary education in Employment/Career Counselling is an asset
- At least two (2) years of related experience working with participants within the apprenticeship or employment services field providing employment counselling, apprenticeship support, employment related workshop facilitation
- A sound understanding of apprenticeship-related legislation and issues in the Strong analytical skills demonstrating a proactive approach to problem solving
- Effective research and administrative skills and a high level of computer proficiency
- Excellent interpersonal and communication skills, both verbal and written
- Excellent organizational skills
- Valid Driver's License and satisfactory driving record is required

**TO APPLY:** Applications **must** be submitted **quoting the competition #PTS21-04N in the email subject line.** Please send a covering letter and a resume in MS Word or PDF format to:

**Human Resources Services**  
E-mail: [humanr@loyalistcollege.com](mailto:humanr@loyalistcollege.com)

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to [humanr@loyalistcollege.com](mailto:humanr@loyalistcollege.com).

*Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) [www.wes.org/ca](http://www.wes.org/ca) evaluation (at their own cost) confirming Canadian equivalency of their credentials.*

*We thank all applicants, however, only those selected for an interview will be contacted*