



## Committee Report

**To:** Warden Janice Jackson  
Members of the Human Resources Committee

**From:** Sean Morphy  
Director of Human Resources

**Date:** July 14, 2022

**Re:** Employment Services Division - Job Descriptions

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### Staff Recommendation:

That the Employment Services Program Assistant, Quality Assurance Specialist, and Provider Liaison job descriptions be approved.

### Background:

As previously reported on May 5, 2022, the Employment Services Division will be added to the Planning and Development Department which currently has two Divisions (Land Use Planning and Economic Development).

It is noted that there will be potential for synergies with the County Economic Development services team in terms of connecting employers and job seekers and the ability to build on existing partnerships, networks and relationships.

At the same time, the experience of the Human Services Department as a Service System Manager in Early Learning and Child Care and in Housing and Homelessness will be a source of support to the new Division.

The new Division is designed to consist of 5 positions as follows:

- Regional Manager, Employment Services
- Quality Assurance Specialist
- Provider Liaisons (2)
- Employment Services Program Assistant

The Job Description for the Regional Manager, Employment Services was approved at the May 5, 2022, committee meeting. Recruitment of this position has occurred, and a candidate has been selected and hired.

Job Descriptions for the remaining required staff within the Division, specifically the Quality Assurance Specialist, two Provider Liaisons, and an Employment Services Program Assistant

are attached. These four positions will report to the Regional Manager, Employment Services.

**Financial/Staffing/Legal/IT Considerations:**

The staffing and work of the Employment Services Division will be funded by the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD).

**Interdepartmental Consultation:**

The Human Services, Planning and Development and Human Resources Departments collaborated on this initiative and report.

**Link to Strategic Goals and Elements:**

Goal 6: Explore alternate options to improve efficiency, service Element C: Look for economy of scale or shared services among our departments and our communities. Element D: Coordinate working with other agencies.

**Report Author:**

Tina Metcalfe, Acting Director  
Human Services

**Departmental Approval:**

Sean Morphy, Director  
Human Resources

**Approved by:**

Derrick Thomson  
Chief Administrative Officer