

Welcome to Hot Jobs!

This is the third of ten bulletins that discuss entry level positions within the promising sectors of Windsor-Essex.

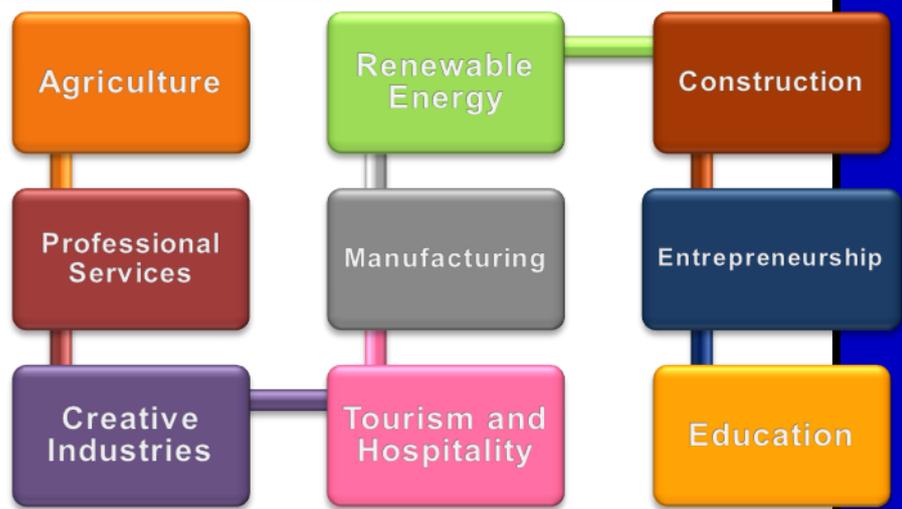
An **entry level job** is a position that

does not require post-

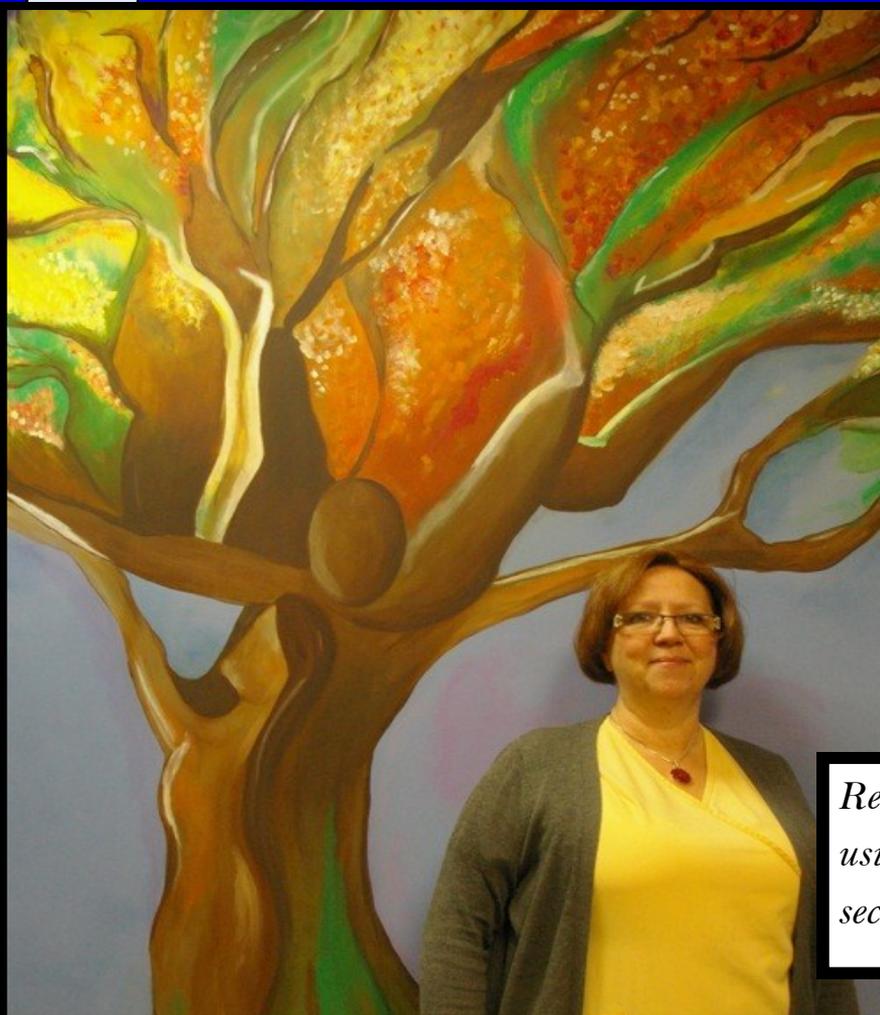
secondary education. A **promising sector** is a sector that will be growing in the next 3-5 years and therefore likely to create new jobs.

Use these bulletins as a tool to explore your future career options. An entry level position will give you experience and help you determine whether or not you'd like to pursue future training and education in that sector.

Health Sciences



The health sciences sector includes occupations such as nurses, social workers, physicians, occupational therapists, case managers, physiotherapists and psychiatrists. This sector is projected to grow as it will experience a number of retirements and an increased demand for health care services.



There are **1,365** businesses in the Health Care and Social Assistance sector in Windsor-Essex.

Source: Statistics Canada, Canadian Business Patterns, June 2012.

Read on to learn how Jean Bosson is using her skills in the health sciences sector.

What the Employers Say:

Entry Level Positions:

- Part time team assistant float
- General Labourer
- Office Manager

What are employers looking for?

Someone who...

- Can multitask
- Has good communication skills
- Is able to work independently and on a team
- Can set priorities
- Has experience in customer service
- Can speak and write in more than one language
- Goes above and beyond in their work
- Knows proper interview etiquette
- Is knowledgeable of the organization
- Knows how to exercise good judgement with regards to confidential information

19,200 people were working in the Health and Social Services Sector in the Windsor CMA as of 2011.

Source: Statistics Canada. Table 282-0112 - Labour force survey estimates (LFS), 2012.

How Do I Get There?

- Don't be afraid to start at the bottom and work your way up
- Gain experience in customer service through volunteering or a part time job
- Shadow someone in the health sciences field for a day
- Conduct an informational interview in an area that interests you
- Become familiar with the organizations you would like to work for.
- Complete training that is currently available to you, such as the Food Handler course and CPR.

Did You Know?

Many of the occupations in health sciences have 50% of their workforce that is over the age of 45.



Take it from me...

Jean Bosson has been the office manager at Heritage Tree Healing Arts Centre since 2005. Read on to discover how her ability to teach herself got her to where she is today.

What are some of the daily routines you follow at work?

A large part of my job is booking appointments for patients. I also do all of the billing for patients. When I first started in the chiropractic field I recognized the importance of knowing my industry, so I received training that allows me to do procedures such as ultrasounds. I also do the office laundry.

What background did you have that assisted you in securing this position?

I previously managed a boutique and have experience working in a lab. Before starting I didn't know how to use a computer, so I taught myself those skills. I was open to learning and I value lifelong learning.

What do you love about your job?

I love the patients. I enjoy seeing them get better and doing what I can to help them feel better, whether it be making them laugh or picking them up for an appointment. I'll do whatever I can to brighten their day.

What skills are important for the work that you do?

I have to be able to read people. I also have to have computer skills and a good work ethic. I cannot be afraid of failure. I know it will happen and I've recognized mistakes as an opportunity to learn.

What steps can people take now to prepare themselves for a job in this field?

They need to be willing to ask questions and do research on the field. They also need to develop a good work ethic. It is important that they have brushed up on their writing skills and communication skills.



The phrase "silver tsunami" refers to the effects of the increasing demand for health care services by seniors and the concern that the health care sector does not have the resources required to adequately address this demand.

Turn the page to learn about Employment Ontario Service providers who can assist you in your job search.



Employment Ontario Employment Service Network

Employment Ontario helps Ontarians find work. The service network includes the following locations that provide resources – such as information about who's hiring in your community – as well as personalized advice and services to help people assess their skills and experience, find work and start on the path to skills training.

Employers can contact the Employment Ontario Service Network to find people with skills ready to work.

EMPLOYMENT ONTARIO

Your job is out there. We'll help you find it.

Check out these locations near you!

Windsor **Belle River**
Kingsville **Amherstburg**
Leamington **Essex**

City of Windsor Employment and Training Services

www.etsforsuccess.ca

**400 City Hall Square
East, 1st floor
Windsor, ON, N9A 7K6
519-977-6444**

New Canadians' Centre of Excellence Inc.

www.ncceinc.org

**660 Ouellette Ave., 2nd floor
Windsor, ON, N9A 1C1
519-258-4076**

**24 Oak St. E., Unit 7
Leamington, ON, N8H 2C2
519-326-6224**

South Essex Community Council

www.secc.on.ca

**215 Talbot Street East
Leamington, ON, N8H 3X5
519-326-1873**

**30 Main St. East
Kingsville, ON N9Y 1A2
519-733-5784**

**Essex Community Services
35 Victoria Avenue, Unit 7
Essex, ON, N8M 1M4
Contact Leamington or
Kingsville for appointment**

Collège Boréal Employment Options Emploi

www.employmentoptionsemploi.ca

**7515 Forest Glade Dr.
Windsor, ON, N8T 3P5
519-988-1766**

**75 Wyandotte St. West, Unit 6
Windsor, ON, N9A 5W6
519-252-1562**

St. Clair College Employment Centre

www.stclairemploymentcentre.com

**Roundhouse Centre, Unit 2– 3015
Howard Ave.
Windsor, ON, N8X 3Y9
519-253-4461**

**Self Employment Assistance Office
(Located at the
Roundhouse Centre)
519-972-7705
seaoffice@stclaircollege.ca**

**400 Sandwich Street South,
Unit 1500
Amherstburg, ON, N9V 3L4
519-736-2827**

Unemployed Help Centre

www.uhc.ca

**6955 Cantelon Drive
Windsor, ON N8T 3J9
519-944-4900**

**612 Notre Dame Street, Box 720
Belle River, ON, N0R 1A0
519-944-4900**

Greater Essex County District School Board Employment Assessment Centre

www.theassessmentcentre.org

**47 Pearl St. E.
Kingsville, ON, N9Y 1K3
519-733-6396**

**1410 Ouellette Ave.
Windsor, ON, N8X 5B2
519-971-9698**

**215 Talbot Street East
Leamington, ON, N8H 3X5
519-326-0513**

**20 Talbot Street South
Essex, ON, N8M 1A7
519-776-8711**

Self Employment Service

www.selfemploymentservice.com

**215 Talbot Street East
Leamington, Ontario
N8H 3X5
519-326-0237**

Windsor Women Working With Immigrant Women Employment Service Centre

www.wwwwiw.org

**500 Ouellette Ave., 3rd Floor
Windsor, ON, N9A 1B3
519-973-5588**

Women's Enterprise Skills Training of Windsor Inc.

www.westofwindsor.com

**201- 647 Ouellette Avenue
Windsor, ON, N9A 4J4
519-256-6621**