

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, training, mentoring and settlement services to job seekers including adults, internationally trained professionals, newcomers to Canada, persons with disabilities, women youth and students at three locations in Toronto. We also provide a range of recruitment services for employers. *Our mission:* JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.

Job Title: Job Coach – Capability Project (for persons with disabilities)
Bargaining Unit Position – Full Time Temporary Contract (January 29, 2018–September 28, 2018)*
***Contract may be extended upon continuation of funding**

Supervisor: Manager, Programs and Services **Location:** 2930 Lake Shore Blvd. W.

Purpose of the Job: To support persons with disabilities in preparing for, obtaining and keeping employment or becoming self-employed; increasing economic participation and independence. This position will outreach/market program to persons with disabilities, assess and intake participants, facilitate enhanced employment assistance services such as career planning, establishing goals, workshop facilitation, job coaching and individual counselling. This position works closely with the disability services team in identifying suitable job placements and on the job coaching as needed; Work collaboratively in an integrated team model

Key Responsibilities

- Develop excellent relationships with community partners providing services to persons with disabilities, ODSP case workers, colleges and Universities marketing program to ensure all external partners are aware of start dates and refer to the program.
- Provide job coaching, conduct intake assessment using the Common Assessment Tool, develop Personal Action Plans, organize on site speakers from business sector and partner agencies for employability skills workshops
- Schedule, prepare, update and facilitate job search workshops, special events and curriculum according to the goals of the program and clients' needs utilizing a variety of multimedia tools
- On the job coaching to support successful work experiences placement activities
- Assist in tracking all program activity related to intake data, participation, milestones, outcomes, stipends, wage subsidy and other required information
- Documenting client/employer files, case management, conduct appropriate and regular follow-up activities with program participants, and maintain client activity service statistical and financial information for monthly reports
- Assess employment and stabilization needs of clients, establish realistic short and long term goals to address employment, develop employment action plans identifying next steps required to meet employment goal and employment outcome target and refer to other appropriate services at JobStart and in the community as required.
- Meet or exceed all other required contractual, client and/or agency requirements
- Work in collaboration with the disability services team, other JobStart teams ensuring optimum client service
- Assist with administration, marketing, other duties as required to support contract and agency strategic plan
- Follow all agency Health and Safety Policies and procedures

Qualifications:

- Diploma in Career Counselling, or University Diploma, post secondary education in human services field,
- Minimum two years work experience in group facilitation, career counseling including assessments, job search, job development, workshop facilitation
- Knowledge and connections with community resources, supports available for persons with disabilities and
- Sensitivity, understanding and demonstrated experience facilitating workshops, providing individual employment coaching support to persons with disabilities
- Advanced skills utilizing all Microsoft Application including Excel and PowerPoint and databases
- Excellent communication, customer service, organizational, presentation skills and sales skills
- Desire to work in a multicultural setting and possess sound decision making and judgment
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize, multi-task and meet targets and deadlines
- Valid driver's licence and unlimited access to a vehicle an asset
- Crisis Intervention, First Aid an asset

Hours of Work: 35 hours per week (evening hours are required and weekend hours maybe required)
Start Date: January 29, 2017
Salary: \$51,130 per annum (pro-rated)
Closing Date: January 23, 2018
**Send Letter of Interest
and Resume to:** Denyse Ramjit, Manager, Programs and Services
Email: JCResumes@jobstartworks.org or **Fax:** 416-253-2727 (***NO PHONE CALLS PLEASE***)

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JobStart strives to represent the diversity of the community in our hiring practices.

Only those who meet the qualifications above will be considered for this position and invited to an interview.