



**Internal/External Job Posting
April 18, 2017**

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, mentoring, training and settlement services to job seekers including adults, foreign trained professionals, newcomers to Canada, persons with disabilities, 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 services.

Job Title: Coordinator, Programs & Services – Disability Services (Capability (CAP), Youth Success Strategy (YSS) and Employment Accessibility for Students (EAS)

Bargaining Unit Position: Full Time Temporary contract: (May 8, 2017 – October 27, 2017)

Supervisor: Manager, Programs and Services **Locations:** 219 Dufferin Street: 2930 Lakeshore Blvd. W.

Purpose of Job: Provide leadership and employment services for persons with disabilities, day to day direction of staff and liaise with ODSP case workers, community partners serving persons with disabilities, local high schools, GTA colleges and universities; actively promote JobStart to employers and other key stakeholders. Contribute to the design of new disability services delivery model, development of internal systems. Provide individual assessment, job coaching, job development, services to clients with disabilities. Monitor work placements and troubleshoot as needed; case management, tracking and administration of program activities; compile statistics and submit reports as needed.

Key Responsibilities:

- Provide leadership to the Capability, Youth Success Strategy, and Employment Accessibility for Students programs by coordinating and liaising with program staff, Job Developers, JobStart team, employers, and as required Ontario Disabilities Supports Program (ODSP) case workers and other stakeholders; develop accurate reports to Management as required. Provide effective employment services to job seekers with disabilities through a range of services; including information sessions, assessments, Employment Action Plan (EAP), job development, subsidized work placements and placement monitoring
- Identify, develop and broaden program referral networks through building and maintaining internal and external relationships/partnerships with a variety of stakeholders (e.g. ODSP offices in Toronto Region, ES service providers, Universities and Colleges, other community organizations serving persons with disabilities)
- Prospect/secure relationships with new employers and expand opportunities to achieve employment goals of targeted client base.
- Work with Management, to seek support in case managing clients requiring intensive support and in identifying placement needs
- Research and share year round job postings/workshops/community resources/information sessions
- Ensure efficient filing system, data entry and compiling of statistics in agency and funder databases and generate reports
- In collaboration with the team organize networking events, job fairs, guest speaker events
- Monitor wage subsidy, stipend expenditures are on track, tracking and reporting and alert manager of any concerns
- Lead role in implementation of the Capability program, new Youth Success Strategy program and continuation of EAS program service delivery
- Follow all agency Health and Safety Policies and procedures

Qualifications:

- Demonstrated 3+ years experience in individual Employment Counselling and job development working with a caseload of persons with disabilities; possess extensive knowledge of disabilities and understanding of range of accommodation options
- Demonstrated track record assisting target group find, maintain and retain long term employment aligned with their career goal
- Awareness of and proven ability to overcome employer objections to hiring persons with disabilities
- Minimum 2 years experience in leadership position with demonstrated skill in motivating others, building partnerships, liaising with other stakeholders for case management (i.e ODSP case workers) an asset
- Degree or Diploma in Human Resources, Employment Counseling/job development or related program
- Strong organizational skills, and is able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
- Demonstrated sales and marketing, recruitment and job development skills with a proven track record to achieve service and employment targets and outcomes
- Advanced skills utilizing all Microsoft Office Applications, social media tools
- Sensitivity and sound understanding of issues faced by persons with disabilities
- Excellent English communication skills, written and verbal
- Certification in Crisis Intervention, First Aid, Occupational Health & Safety and Life Skills an asset
- Must be able to travel within GTA. Valid driver's license and access to vehicle is strongly preferred

Hours of Work: 35 hours per week (evening hours are required and weekend hours maybe required)

Start Date: May 8, 2017

Salary: \$53,915 per annum (pro-rated)

Closing Date: April 26, 2017

Send Letter of Interest and Tracy Houston, Director, Programs and Services

Resume to: 2930 Lake Shore Blvd. W.

director@jobstartworks.org **NO INQUIRIES PLEASE**

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.

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

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