

Job Posting

Job Coach – WorkBC Employment Services Program

Works from our Sooke and Westshore offices, 18.75 to 22.50 hours per week, Monday to Friday

About WorkLink:

WorkLink has been providing government sponsored employment services to the residents of the Westshore since 1978. In 2008, our services expanded to include the communities of Sooke and surrounding areas including Jordan River and Port Renfrew. We are also pleased to provide aboriginal outreach services to the First Nations Communities of Beecher Bay, T'Souke and Pacheedaht. Our non-profit organization, governed by a volunteer Board of Directors chosen from leaders in the community, is funded through a variety of federal and provincial government initiatives.

About the Program:

The WorkBC Employment Services Contract, provides services as part of the WorkBC Employment Services program and includes service awareness and marketing activities, as well as service delivery to Clients located in all communities in BC either in-person, via outreach or virtually. The purpose of the WorkBC Employment Services program is to provide employment and labour market services and supports to individuals, employers and communities to achieve the following outcomes: Clients become more independent through sustainable employment; and to contribute to an inclusive and progressive economy by helping employers and communities develop a strong work force.

About the Position:

The Job Coach plays a crucial role in services directly to all eligible clients as part of the job sustainment services, assisting employers and clients with systematic workplace orientation and task instruction to ensure success. The Job Coach ensures all individually designed services and supports that the client requires for success are provided through the job coaching process, while minimizing dependency on ongoing job coaching and maximizing independence; and ensuring a transition to natural supports, specific to each client and employer. At the core of this position, the Job Coach supports clients in job search activities and promotes clients (multi-barriered and disabilities) to employers to generate job leads and secure sustainable employment, wage subsidy contracts, unpaid work experiences, community attachment, and on the job training/coaching. Ensure all service delivery channels are utilized in their roles: Centres; Outreach; and WorkBC Virtual. The Job Coach must ensure that all clients will have access to high quality services, for which Ministry Policy will be applied, in the same way, regardless of where and how services are accessed.

Main Focus:

- Assist clients to learn/accurately carry out job duties, provide one-on-one client tailored training and be the Internal Subject Matter Expert on WorkBC Employment Services policy and Ministry systems process as it relates to job coaching clients.
- Develop individual client-focused marketing plans (job/ employer marketing strategies, stressing the, abilities, success and strengths of the client through informational interviews, job shadowing, volunteering and training on the job)
- Liaise with employers to build relationships and generate appropriate leads for sustainable employment outcomes
- Provide on the job coaching and follow-up support to clients and employers, while supporting sustained employment
- Provide support to employers and clients with respect to disability awareness-building, job adaptations, social support, problem-solving, and the development of natural supports to allow the job coach to phase out of direct involvement
- Provide the Community Relations /LMI Coordinator with labour market information related to clients/employers as required
- Work collaboratively with Case Managers to promote client needs, strengths and employment goals
- Work flexible hours to assist client offsite on job placements, including evenings and weekends
- Work as a member of the Customized Employment Development (CED) client services team to support clients working with Case Managers (discovery activities, job coaching, monitor unpaid work experience, etc.)

Credentials and Requirements:

- ability to develop good working relationships with clients, co-workers, employers and their staff
- minimum two (2) years experience in assessing complex client needs in specialized areas, such as physical limitations, developmental disabilities, mobility skills, and cognitive, social and emotional barriers; interpreting clinical assessments; delivering Customized Employment, job coaching and job development services; and relevant industry related post-secondary certificate or diploma.
- Preference will be given to applicants with relevant and industry related post-secondary degree
- Valid driver's licence with access to a reliable vehicle, and must be available to work evenings and weekends as required

- Cover letter and resume may be submitted to pdoukakis@worklink.bc.ca no later than **Friday, February 15th at 4:30pm.**
- Only those with a minimum of two (2) years of direct experience will be shortlisted for consideration.
- This position is open to all interested applicants and requires a vulnerable sector criminal record check.

***WorkLink values the diversity of the people it hires and serves... we foster a workplace where individual differences are recognized and respected, while utilizing each person's talents and strengths.
The more inclusive we are, the better our work will be.***