

Job Posting
Job Developer/Job Coach – Customized Employment

Are you passionate about making a difference?

The WorkLink Employment Society is recruiting a Job Developer/Job Coach to work as a key member of the Customized Employment Team. This position works 37.5 hours per week. The majority of the work will be scheduled during the regular working hours. The position may require occasional evening and weekend work to accommodate the organization's goals and overall service delivery plans. The position works primarily out of the Westshore office and provides support to team members located in Sooke offices and in the community of Port Renfrew as required. The hourly wage is between \$26.67 to 28.50 hourly. Join us and experience everything the community offers as you, live, work and play in the beautiful Pacific Coast setting.

About The Society:

WorkLink has provided government sponsored employment services to the residents of the Victoria Capital Region's Westshore (Colwood, Langford, Highlands, View Royal and Metchosin) 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 Indigenous outreach services to the First Nations Communities of Beecher Bay, T'Souke and Pacheedaht. Our non-profit organization is funded through both federal and provincial government initiatives. WorkLink is a registered charity in the Province of BC, which is governed by a volunteer Board of Directors chosen from leaders in the community.

We empower our employees to achieve great things and are proud to offer:

- Accelerated vacation entitlement
- Competitive wage & health benefits packages
- Flex day eligibility
- Pets in the workplace
- Relocation package for successful candidates
- Staff computer incentive program
- Strong workplace culture
- Supported work/life balance

About The Position:

The Job Developer/Job Coach works as a member of the Disabilities team client services team and plays a crucial role in services delivered to all eligible clients (disability and/or multi-barriered). The process of Job Development/Job Coaching involves developing a positive relationship with the Client, encouraging, motivating and supporting the Client to achieve a Sustainable Employment or Community Attachment outcome and increase independence and self-sufficiency as quickly as possible as appropriate for each Client. Key factors in Job Development/Job Coaching include helping Clients build confidence, become self-motivated and recognize and build their employment-related skills, strengths and abilities. Job Developer/Job Coach involves managing a WorkBC Employment Services client case file, and must ensure that all clients will have access to high quality services.

Key Duties:

Case Management/Job Development.

- Provide individualized and intensive job search assistance through the creation of a targeted job search plan.
- Develop a list of employers to contact for employment related to client's Employment Goal.
- Assist with resume development and work-search.
- Contact employers on client's behalf to facilitate first meetings or interviews, provide job leads and coach to make connections, debrief interviews and provide feedback to clients to grow stronger in job search techniques.
- Market clients to employers/arrange for support at job/information interviews.

Case Management/Job Coaching:

- Provide assistance to employers with the orienting and job training of clients with special needs, as needed.
- Assist clients to learn/accurately carry out job duties.
- Provide Job Coaching services to ensure individualized training and support leading to long-term success of client.
- Provide support to employers and clients with respect to disability awareness building, job adaptations, social support, problem solving.
- Provide on the job coaching and follow up support to clients and employers while supporting sustained employment.

Knowledge, Skills and Abilities:

- Able to conduct assessments, interviews and guide participants.
- Ability to prioritize tasks, manage tight deadlines and thrive in a fast-paced environment.
- Strong knowledge of local labour market.
- Communications and interpersonal skills.

- Highly organized with strong administrative skills.
- Professional and responsible with sensitive and confidential situations.
- Superior verbal/written skills, problem solving and interpersonal skills.

Credentials/Requirements:

- Post-Secondary diploma or certificate in related field.
- Minimum of two (2) years' experience in assessing complex client needs in specialized areas, such as physical limitations, developmental disabilities, cognitive, social and emotional barriers.

- Delivering Customized Employment, job coaching and development services.
- Current Vulnerable Sector Criminal Record Check.
- Previous experience maintaining successful relationships with community groups, employers, government/referral agencies.

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- Applicants may submit their cover letter and resume to Dawna Day at opportunities@worklink.bc.ca, no later than Friday, March 20, 2020 at 4:00pm. **Please include the Job Title in your subject line and in your cover letter.**
 - We appreciate all applications; however only those selected for an interview will be contacted.

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.