

Job Coach & Employment Support One-Year NOHFC-funded Internship

WHO IS ELIGIBLE:

- Candidate must be either a new entrant into the workforce, transitioning to a new career, or is unemployed or underemployed and seeking a new opportunity.
- Candidate must not have previously participated in an NOHFC-funded internship (per the 2020 Mandate).
- Candidate must be at least 18 years of age and must reside, and be legally entitled to work, in Canada.

PURPOSE/OBJECTIVE OF INTERNSHIP:

The Job Coach & Employment Support Intern will develop individualized support plans for people with disabilities and will provide employment-related support to a caseload of individuals receiving services from Leading Into New Careers (LINC). The Job Coach will also be responsible for the coordination of a job readiness and skills building program as well as various administrative functions. In accordance with the mission and vision of Community Living Parry Sound (CLPS), the Job Coach will provide supports that embrace a person-directed and community-first approach, acknowledging that inclusive employment opportunities are an integral component of a meaningful life in community.

SPECIFIC KEY DUTIES:

- Ensuring that workplace relationship building and social inclusion are an important focus during the stages of job placement.
- Recognizing and helping people supported establish natural supports within the workplace with emphasis on increasing the sustainability of the work placement.
- Employment Planning activities with people
- Work with employers to determine needs and identify potential candidates.
- Coordinate with Employers to determine plans and implement performance strategies to for people supported to develop their skills and maintain employment.
- Various administrative functions relating to employment supports.
- Provide support and guidance to people to assist them in developing a work plan to attain productivity.
- Provide people supported with services that will facilitate competitive employment and empower self-sufficiency.

QUALIFICATIONS AND SKILLS:

Applicants must have a post-secondary diploma/degree in Human Services, Business Administration, and/or equivalent. Applicants must possess excellent communication skills, both oral and written, and comfort with use of technology, including proficiency in Office 365. Applicants must have the ability to work both independently and as a part of a team, plus access to a reliable vehicle for business use and a valid G Driver's license.



Deadline for Application: **Friday, December 15 at 4:00 pm.**
Please direct your resume and cover letter to:

Victoria Murray,
Supervisor of Human Resources
Community Living Parry Sound
38 Joseph Street
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(705)746-9330
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