

JOB COACH: Full-Time Contract (8 weeks)

ABOUT US:

Community Living Parry Sound (CLPS) has been working with people with developmental disabilities and their families for over 60 years, supporting people to build better lives in their community. The work we do is driven by our common goal of living in community where everyone has the power and freedom to determine their life. We see gainful employment as a key component of living a meaningful life in community, and through the provision of employment services, Leading Into New Careers (LINC) supports both jobseekers and employers to ensure that those who want to work, are able to.

THE SUCCESSFUL CANDIDATE MUST:

- be between 15 and 30 years of age at the start of employment
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

DUTIES:

As a member of the LINC team, the Job Coach will provide person-directed support to people in pursuit of meaningful employment. The Job Coach will be responsible for enhancing a person's job readiness by supporting with resume building and the development of interview skills, as well as offering guidance for exploring opportunities that align with the person's skills and preferences. They will provide customized training and support that builds job-related skills, workplace relationships, and self-sufficiency. The Job Coach will work closely with employers to create plans and performance strategies that support a person's evolving needs. The Job Coach will acknowledge employment as an integral component to community life by embracing the rights-based culture while functioning in accordance with the mission, vision, and service principles of CLPS.

QUALIFICATIONS AND SKILLS:

- Advanced experience using Office 365 applications and client information systems
- Capable of working both independently and collaboratively within a team
- Strong oral and written communication skills
- Possesses a valid 'G' driver's license and has reliable access to a vehicle
- Demonstrates respect for all abilities and is capable of creating inclusive spaces
- Values people's unique skills, potential, and capacity to contribute to their community

RATE OF PAY:

The successful candidate will work 35 hours/week and earn \$19.00/hour.

To apply, please forward your cover letter and resume to: careers@clps.ca

C/O: Victoria Murray, Supervisor of Human Resources

Community Living Parry Sound

38 Joseph St. Parry Sound, P2A 2G5

Interested candidates must submit their application by **4:00 pm on Friday, May 31.**

Community Living Parry Sound is committed to providing accommodations throughout the recruitment and selection process to applicants with disabilities to ensure equal participation. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes. We thank all applicants who apply, but advise only those to be interviewed will be contacted. Personal information submitted will be used for the purposes of this competition only.