

JOB POSTING

POSITION: Part-Time Contract - Employment Advisor/Job Coach

POSTING DATE: November 16, 2020

CLOSING DATE: November 27, 2020 12:00 noon

HOURS: Up to 35 hours per week

NATURE OF POSITION:

The continuation of this part-time Employment Advisor position is contingent and based on the number of job placements obtained and the retention rate of these placements. The office location for this position will be out of 191 South Service Rd. in Grimsby and the successful candidates will report to the Human Resources Director. While this position reports to the Human Resources Director, this position is not a Human Resources position.

QUALIFICATIONS:

- A Post-Secondary Diploma or University Degree in a related field is desired, however a minimum of 2 years related experience is acceptable.
- A valid driver's license with no restrictions and must be insurable with agency insurance company.
- Energetic, enthusiastic and self-directed individual with contacts in the community in the private and public sectors that can lead to job placements for people with disabilities.
- Ability to work flexible hours that include evenings and weekends.
- Excellent interpersonal, communication and time management skills.
- Proficiency working with Microsoft Office and Internet.
- Must be able to work co-operatively in a team environment.

KEY RESPONSIBILITIES will include, but are not limited to the following:

- Work with identified people to ensure they actively participate in work that they are capable of doing and that is available in the labour market.
- Identify barriers to employment for people with disabilities and develop action plans to support them with resolving or dealing with these barriers that may impact their path towards employment.
- Liaise with community professionals and employers to market people's skills and to develop strong business relationships.
- Willing to travel frequently within the Niagara Region.
- Ensure the timely completeness and accuracy of all documentation in hard copy and electronic file documentation.
- Handle confidential data in accordance with agency, funder and legal standards.
- Maintain a current working knowledge of labour market information and resources in the field.

Interested applicants are invited to send their letter of interest accompanied by a resume and One Page Profile to:

Human Resources at 191 South Service Road, Grimsby
FAX # 905-563-8887 OR hr@cl-grimsbylincoln.ca

Accessibility accommodations are available for the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (905) 563-4115 Ext. 210.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.