



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

### ***Job Coach – Capability Program Competition #2021-493-CP***

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<b>Employment Type:</b>	Contract (Ending March 31, 2022) – CUPE Bargaining Unit
<b>Work Hours:</b>	35 hours/week (evening hours are required and weekend hours maybe required)
<b>Salary:</b>	\$30.08/hour (equivalent to an annual salary of \$54,747 annually for a 1.0 FTE)
<b>Application Deadline:</b>	September 05, 2021 by 11:59 pm

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#### **Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 83<sup>rd</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

#### **Program Overview - Capability Project (for persons with disabilities)**

The Capability program is designed to help persons with disabilities in the GTA, whether verified or unverified, to enhance employability skills and job prospects. With extra help from the Job Coaches and Job Developers, persons with disabilities can attend customized workshops to help prepare for their transition into the labour market. Participants are invited to attend pre-employment workshops, after which they will receive support to acquire a 12 week paid work placement.

#### **What You Will Do**

- Develop excellent relationships with community partners providing services to persons with disabilities, ODSP case workers, colleges and Universities marketing program to ensure all external partners are aware of start dates and refer to the program.
- Provide job coaching, conduct intake assessment using the Common Assessment Tool, develop Personal Action Plans, organize on site speakers from business sector and partner agencies for employability skills workshops
- Schedule, prepare, update and facilitate job search workshops, special events and curriculum according to the goals of the program and clients' needs utilizing a variety of multimedia tools
- On the job coaching to support successful work experiences placement activities
- Assist in tracking all program activity related to intake data, participation, milestones, outcomes, stipends, wage subsidy and other required information

- Documenting client/employer files, case management, conduct appropriate and regular follow-up activities with program participants, and maintain client activity service statistical and financial information for monthly reports
- Assess employment and stabilization needs of clients, establish realistic goals to address employment, develop employment action plans identifying next steps required to meet employment goal and outcome target and refer to other services in the community as required.
- Meet or exceed all other required contractual, client and/or agency requirements
- Work in collaboration with the disability services team, ensuring optimum client service
- Assist with administration, marketing, other duties as required to support contract and agency strategic plan
- Follow all Health and Safety Policies and procedures

### **What You Bring to the Team**

- Diploma in Career Counselling, or University Diploma, post-secondary education in human services field,
- Minimum two years' work experience in group facilitation, career counseling including assessments, job search, job development, workshop facilitation

### **What Will Set You Apart**

- Knowledge and connections with community resources, supports available for persons with disabilities and sensitivity, understanding and demonstrated experience facilitating workshops, providing individual employment coaching support to persons with disabilities
- Advanced skills utilizing all Microsoft Application including Excel and PowerPoint and databases
- Excellent communication, customer service, organizational, presentation skills and sales skills
- Desire to work in a multicultural setting and possess sound decision making and judgment
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize, multi-task and meet targets and deadlines
- Valid driver's license and unlimited access to a vehicle an asset
- Crisis Intervention, First Aid an asset

### **Why You'll Want to Work With Us**

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1+ year), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### **To Apply**

Go to the WoodGreen Careers page at <https://www.woodgreen.org/about-us/careers/> and click on the position(s) that you are interested in to submit your cover letter and resume and to answer a short questionnaire.

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our People & Culture representative at [careers@woodgreen.org](mailto:careers@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***