

Community Living Tillsonburg is currently hiring a **Permanent Full Time Employment Co-ordinator**

Are you someone who is passionate about helping people achieve their employment goals and become more involved in their community (financially stable)? Do you have Supervision, leadership, coaching and guidance experience? Do you have knowledge of employment and disability related issues and can develop real solutions to employment barriers?

Who we are:

Community Living Tillsonburg advocates and assists people with disabilities to fully participate in and contribute to their community. We work at building inclusive communities by promoting acceptance. We focus on equity, inclusion and dignity for all people to ensure that people have a good life, enjoying the same rights and freedoms, and have the same expectations as other community members; to have a job, friendships, a decent place to live and feel the sense of belonging that comes with being included and valued.

Who we are looking for:

We are seeking a Coordinator of Employment Services who would be responsible for the oversight of Employment Services for individuals with an intellectual disability as well as others struggling with barriers to employment. We are seeking a highly motivated individual who enjoys seeing the positive impact of their work within their community. Your attention to detail supports your sound case management abilities. You are organized and results oriented, equally comfortable working independently and as part of a dynamic team and confident in a fast paced and adaptable work environment.

What we offer:

- Positive, inclusive culture
- An engaged and supportive management team
- Excellent Health and Wellness benefits
- Full time hours with great vacation package
- Competitive compensation
- Travel/mileage compensation
- Career development opportunities

As an Employment Coordinator you will be responsible for:

Oversight and operation of a Social Enterprise. This includes developing and implementing a business plan and searching for and securing work contracts that will sustain the business. Options for Employment, provides people with barriers to employment, staff, who will assist with job readiness, resume development, job search, on the job training and job coaching. You will promote and procure community employment opportunities for individuals. You will provide supervision, guidance and support to staff in the delivery of employment services. Through role modeling and development of staff you will lead staff in promoting principles of inclusion and natural supports, promote people to gain real employment and provide guidance and support to staff in the delivery of these services. You will develop relationships with new employers and maintain relationships with current employers and other stakeholders. Develop and maintain relationships with staff, families, individuals receiving services.

Competencies/Abilities:

- Business knowledge and experience
- Ability to develop and carry out a business plan in a not-for-profit environment
- Strong motivational, leadership, team building, coaching and mentoring skills.
- You have both administrative & financial knowledge and experience
- You have the skills to assist people with barriers to employment to seek and maintain employment through a process of skill development, decision-making and job search.
- Experience in job development and on the job coaching.
- You have working knowledge of relevant legislation, i.e. Employment Standards Act, Ministry of Labour, Health and Safety, ODSP (Ontario Disability Support Program), Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act.
- Knowledge and analysis of the labour market and trends as it relates to employment placement and job development.
- You use counselling techniques to promote a positive, pro-active work environment which seeks to build self – esteem and confidence
- Strong conflict resolution, and problem-solving skills and contingency planning skills
- You are a team player and open minded, accepting of others' differences, valuing equity, diversity, and inclusion
- Professional
- Strong program evaluation, development and implementation skills
- Understand and promote the principles of inclusion and natural supports
- Champion change and innovation, facilitate growth and development
- Excellent listening, communication, and accurate writhing skills
- Strong computer skills, Word, Excel, knowledge CaMs a benefit.
- Excellent analytical, time management and organizational skills.
- Strategic Thinking
- Strong relationship and partnership building skills
- You have current First Aid, CPR and NVCI
- You have a valid Ontario driver's licence and a reliable car to use for work.
- Clear criminal record check and vulnerable sector clearance
- Must be vaccinated for COVID-19

What you bring:

Degree or Diploma in Human Services, and / or a relevant business related education with 3 to 5 years of progressively responsible experience in employment, business, or developmental service sectors, with significant supervisory experience, preferably in a unionized environment.

Closing Date: July 21, 2023, 4:00PM

Please apply with current resume & cover letter to; resumes@communitylivingtillsonburg.ca

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Community Living Tillsonburg is committed to supporting a culture of diversity and inclusiveness across the organization. We believe in equal opportunity, and it is our priority to ensure a barrier-free recruitment and selection process. If you are contacted for a position, please notify Human Resources of any accommodation needs you may have during the selection process. Information received regarding the accommodation needs of applicants will be addressed confidentially.

* We thank all respondents for their applications but only those selected for an interview will be contacted.