

Job Posting

#17.44 Part Time Employment Coach

Our Place Society (OPS) is a non-profit, charitable organization with spiritual values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

The Background and Opportunity:

Our Place Society's goal of launching an Employment Program is now becoming a reality! We are very excited about adding this level of capacity to our organization to fill a much needed gap in the community. The Employment Program will help unemployed British Columbians experiencing homelessness and otherwise marginalization in Greater Victoria to train for, secure and maintain employment. It will specifically target and support the "hardest to employ" including participants from current OPS programs. Participants will have the opportunity to access Pre-employment/Life Skills and Employability Skills Sessions and Occupation Specific Training to give every opportunity for success. Throughout the program participants will be supported by the Employment Program Team.

Who are we looking for?

You are a highly organized, compassionate person that has experience working with and supporting marginalized people with enthusiasm and understanding. You will have a deep understanding of the challenges and barriers to employment that this population encounters, such as homelessness, addiction and mental health challenges. Your contagious enthusiasm and creativity will inspire the participants to fully engage and strive for success. Working alongside the Employment Program Manager and Volunteer Trainers you will be the support system for the participants, Manager, volunteers and Trainers ensuring an organized and successful program.

If you are committed to being part of a dynamic organization and are passionate about working towards elevating people out of poverty, we would love to hear from you!

What is expected?

- Support the participants in every aspect of the program, such as assist them with managing their schedules, appointments, training sessions and employment initiatives.
- Maintain program policies, procedures, standards and guidelines to ensure program effectiveness and sound practice.
- Ensure all support systems are in place and accessible for all participants.

- Schedule and support training sessions from an administrative perspective by assisting with set up and preparing venues.
- Attend the train the trainer group sessions.
- Be able to assist in networking, recruiting and screening volunteer trainers to assist with training programs.
- Be able to step in and facilitate training programs in trainer's absence.
- Manage data collection and input to database to keep accurate files and records.

Ideal Skills and Abilities:

- Post secondary education in the social services field e.g. Mental health and addictions); social work, education or business/education fields is a definite asset.
- 2 years direct work experience with marginalized populations.
- Related experience with educational initiatives for vulnerable populations is a definite asset.
- Knowledge of the issues surrounding mental health and addictions in the context of learning and ability to engage in training.
- Ability to motivate participants and volunteers.
- Ability to set achievable goals and work in a multidisciplinary team.
- Strong computer skills are essential.

Salary Range/Hours: \$19.00 – \$21.09/hour. This position is based on 20 hours per week. Full employee benefit package will be available after three months of employment at a 50% cost to employee. Position will move to full time within six months, with fully employer paid benefits.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their experience and qualifications by 4:30 p.m. August 31,2017 or to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**#17.44 Part Time Employment Coach**” in the subject line.