

Job Posting

#21.85 EMPLOYMENT JOB COACH

OUR WORKPLACE

This posting is open to all qualified applicants.

Our Place Society is an organization founded on Christian 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.**

Job Purpose

Reporting to the Employment Program Manager, the Job Coach will help unemployed British Columbians experiencing a variety of barriers to employment in Greater Victoria to train for, secure and maintain employment.

Participants will have the opportunity to access Pre-Employment, Life Skills, Employability Skills Sessions and Occupation Specific Training to give every opportunity for success.

The Job Coach will take the lead role in day-to-day case management to provide appropriate services and supports toward re-employment and the furthering of life skills, for a broad range of clients. The Job Coach ensures that clients receive appropriate referrals to other services, supports, and resources in the community, as required, based on individual need.

Duties and Responsibilities

- Job Coach assists with administrative duties such as developing lesson plans, participant data tracking and journal/database entries regarding participants progress Develop and evaluate pre and post-employment surveys to measure program outcomes
- Interview/Intake potential clients to determine their goals and barriers and past relevant history
- Refer clients to other services if not eligible for services
- Conduct follow ups when participants don't show up for more than one session
- Provide "day-to-day" overall case management and administration duties pertaining to the client, including documentation and report writing, ensuring timelines are met, and

communicating and developing ongoing relationships with internal and external service providers

- Responsible for supporting the various facilitations who give the workshops
- Support the client in their job search including motivating, career consulting, resume review, and developing realistic action plans
- Maintain ongoing contact with participants and manage referrals to other services if needed
- Track participant attendance and maintain all reporting and statistics
- Conduct one-on-one coaching sessions with active participants
- Maintain ongoing tracking of former participants to the degree possible
- Availability for coaching sessions with former participants as required
- Demonstrated working knowledge of/or training in current trends and best practices related to community-based employment.
- Oversee employment success
- Collaborate with team members to find solutions for any concerns/issues that arise from the job placement/employer regarding the participant/ employee

Qualifications

Education and Experience:

- Some direct experience in employment services, including but not limited to working with program development, individual and group training, employment search, career planning/counselling and crisis management.
- Post secondary education in the social services field, education or business/education fields is a definite asset.

Skills and Abilities:

- Knowledge of the issues surrounding mental health and addictions in the context of employment and the related challenges is a definite asset.
- Comfortable with facilitating with small groups
- Ability to motivate participants, volunteers and staff.
- Strong organizational, computer and technical skills are essential.

Working Conditions/Compensation


- Shifts – Monday to Friday, Day Shift, 37.5 hours per week.
- Salary - **\$23.03 to \$25.62 per hour.**
- Excellent employer paid benefits and RRSP matching program after successful completion of 3 months of employment.
- 3 weeks accrued vacation and 1 sick leave per month.

How To Apply

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m., Monday, October 11, 2021, to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, Director of Human Resources, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**File #21.85 Employment Job Coach – Our WorkPlace**” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.



Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities