



JOB POSTING

Job Coach Ready Set Work (Delta)

JOB TITLE: Job Coach

START DATE: As soon as possible

REPORTS TO: Manager Employment Services

SUMMARY OF RESPONSIBILITIES

The Job Coach is responsible for developing and managing all aspects of the participant's return to work action plan. The key objectives of this position are to ensure that participants become more independent and self-reliant by overcoming barriers to employment and to increase their employability and achieve and maintain sustainable labour market or work experience. The Job Coach will plan and host a variety of industry events with local employers and job-ready participants to market the employment services available through Boys and Girls Clubs of South Coast BC Employment Service Centre and Skills Link as applicable. The Job Coach will monitor work placements and provide participants with ongoing coaching and support to ensure a positive experience.

JOB DUTIES

- Work in accordance with policies, procedures and standards as set out by the Boys & Girls Clubs of South Coast B.C. and by various ministries.
- Interviews participants and conducts vocational testing to ascertain interests, skills, job readiness, and goal setting to explore educational/vocational opportunities. Advises participants of other BGC services as needed.
- Determines participants' financial needs through an in-depth analysis of their existing financial situation as well as what services they will need.
- Provides participants with one-on-one counselling and coaching to accomplish job search and career exploration.
- Works with participants to develop an individualized action plan.
- Provides research assistance for education and training opportunities for participants in preparation for employment training or returning to school.
- Provides referrals for participants to other community support services as required.
- Collaboratively engages with Ready, Set, Work – Delta facilitator to review identified work search strategies for job search ready participants.
- Offers feedback on cover letters and resumes prepared by participants.
- Reviews target industries identified by participant, offers feedback on employment engagement plan, and comes to agreement on selected activities.
- Reviews participant's career action plan outlining employment goals and defined activities for employer connections and workplace experience.
- Facilitates the mock "interview readiness assessment" process with participants identified as job search ready.
- Ensures that job ready participants are actively participating in employer engagement activities that meet their needs as defined in the program.

- Introduces participants to the online job search tools to access all generated job leads.
- Navigates and supports participants through interviewing and employment decision-making processes.
- Monitors and records employer's claims for any participant related expense including accessing wage subsidies.
- Markets services to employers and community groups to increase awareness of the benefits of hiring program participants.
- Educates employers about the strengths of participants with disabilities to ensure optimum placement.
- Promotes, organizes, and hosts industry events every three months, such as employer panels, professional association information sessions, and industry-specific seminars.
- Monitors work placements and provides participants with mentoring and regular feedback.
- Provides follow-up services to participants who have left the program.
- Liaises with Facilitator to strategize and monitor the post-employment success of participants.
- Supports participants throughout the phases of the Ready, Set, Work – Delta program.
- Other duties as required.

REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector)
- Post-secondary diploma or certification in human development, marketing, or a business practices-related discipline, combined with two or more years of experience in the community services field or the equivalent of education and expertise.
- A minimum of two to three years in employment service; recruiter experience.
- Knowledge of current local and regional economic conditions and labour market information across range of industry sectors.
- Knowledge of occupational matching.
- Ability to provide employment and career counselling to diverse socioeconomic and cultural populations.
- Excellent computer skills and ability to assist participants with career exploration and job search activities.
- Strong knowledge of business structures and the issues faced by small and large organizations in recruiting and retaining a multicultural workforce.
- Proven experience developing productive and professional relationships with individual clients, employers, and business community associations.
- Proven ability to be creative in establishing relationships through networking and connecting opportunities.
- Demonstrated experience successfully marketing services to employers to garner labour market information, generate job leads, and create opportunities for employer and job seeker interactions such as workplace experience, mentoring, or volunteering.
- Knowledge and ability to speak to and promote other BGC services that may benefit current and potential participants.
- Must be self motivated
- Willing to travel and do outreach throughout the catchment area.
- A reliable vehicle insured for business use and \$2 million liability, and a clean drivers abstract.

This is a temporary full time (35 hours per week) position with benefits (paid vacation, sick leave, and group benefits after 6 months) ending August 2019 with possibility of extension.

CLOSING DATE

This position will remain open until filled.

HOW TO APPLY

Please email a resume and cover letter to:
Job Coach Hiring Committee
mjudge@bgcbc.ca

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contracted.