

**TERM POSITION 14 WEEKS “Coordinator” – JFA Works for You Program – Custodian Training Program  
- Position Location Amherst NS**

The Jobs for You (JFA – Works For You) program will sponsor a “Custodian Training Program” for which a co ordinator will target those wishing to reintegrate into employment or self-employment in this field. Participants will participate in work experience through classroom essential skills training and on the job work experience.

**Responsibilities: (Manages the Coordination of the Project – Supervises the Facilitator)**

- Utilizes a community development approach in working with Career Practitioners and in recruiting from community agencies, professionals and self-referrals for admission to the program
- Conducts screening selection interviews from referred candidates for admission to the program
- Supports the skills of participants through the process of identifying, analyzing and prioritizing their needs – implementing developed curriculum
- Follows the outline for program delivery and administration protocols for implementation as established by CANSA – Nova Scotia Works
- Assists in the development of appropriate interventions, and/or opportunities for interventions in the areas of life skills, workplace skills, employment, and/or leadership development
- Assists the Classroom Facilitator in focusing on participant individual vocational plan, that will enable participants to acquire job placement opportunities and/or achieve community integration
- Develops, supports, contributes to and participates in all aspects of the Project design, development and expansion
- Identifies and takes action on potential advocacy issues within the community as they relate to consumers accessing Projects and services
- Performs administrative tasks relating to the delivery of the Project, including the preparation of statistical and other reports required by CANSA- Nova Scotia Works
- Performs other duties as may be required and as identified by the Executive Director of CANSA

**Qualifications:**

- Post-Secondary Degree, majoring in a human behavior field and or related experience
- Demonstrated two years’ experience with identifying barriers to employment and assisting clients to achieve their employment goals.
- Demonstrated 2 years supervisory skills in the area of , recruitment and/or job development experience
- Demonstrated ability to support clients in predetermined target for successful outcomes
- Ability to maintain ongoing relationships with employers and monitor clients at their job shadowing
- Creative, organized, innovation and enthusiastic
- Experience in conducting workshops or presentations

Please reply by sending your cover letter and resume to Nova Scotia Works JFY Program 2017- Selection Committee. In the subject line please state that you are, “applying for the Coordinator Position” via Mail to the below noted address, hand delivered to 63 Victoria Street Amherst, or via CANSA web site to [elizabeth.cooke.sumbu@cansa.ca](mailto:elizabeth.cooke.sumbu@cansa.ca) e mail, hand delivered or mailed **must be postmarked before 4:30 Thursday December 29 2016**