

TERM POSITION 12 WEEKS Project “Co ordinator” – JFY Works for You Program – Customer Service Training Program - Position Location Amherst NS Wage: \$19 per hour

The Jobs for You (JFA – Works For You) program will sponsor a “Customer Service 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
- 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
- Strong communication skills—verbal and written
- Demonstrate the ability to use Microsoft Office Suite—PowerPoint, Word, Excel and other applications—Must have strong computer skills!
- 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 e mail, hand delivered or mailed **must be postmarked before 4:30 Thursday November 30th, 2017**