

## **EMPLOYMENT MAINTENANCE WORKER/JOB COACH Full Time 37.5 hours per week Salary depending on Qualifications**

### **Employment opportunity with Nova Scotia Works - CANSA**

Assisting clients in strategies that support and identify employment maintenance needs for individuals to enter and stay in the workforce.

They provide an orientation to workplace/specific duties and responsibilities to multi-barrier client. This position liaises with employers to identify client supports.

#### Qualifications:

1. A bachelor's degree or college diploma in a related field, such as psychology, social services or adult education, Or
2. Completion of secondary school and several years of experience in services related to counseling or in a helping profession may replace formal education.
3. Certified Career Development Practitioner designation would be an asset
4. Criminal record / vulnerable persons check.
5. Valid driver's license and access to a reliable vehicle.

#### Skills requirements: Knowledge of

- Labour Market Information.
- strategies to support Case managers as they work with clients
- knowledge of community organizations, service providers, and referral agencies.
- Strong computer skills, with the ability to work in a computerized environment using MS Word, Excel, Power Point, and Outlook programs.
- Ability to work a variety of work settings with diverse populations and workplace environments.
- Effective oral and written communication skills.
- Ability to facilitate in an environment with various learning styles.
- Strong motivational skills that support acceptance of individual's values and employment goals.
- Ability to remain patient and calm especially during stressful situations.
- Responsive, proactive and strong problem-solving skills.
- Ability to work in fast-paced environments with limited supervision.

- Must be comfortable working in a variety of work settings and with diverse populations and workplace environments.
- Good understanding of employment maintenance issues impacting a clients' ability to sustain employment.
- Working knowledge of the full spectrum of pre and post-employment supports required for persons with disabilities.

#### Responsibilities:

- The Employment Maintenance Worker is responsible for assisting clients in strategies that support and identify employment maintenance needs for pre-employment and newly employed persons with barriers to employment
- Identify needs of newly employed individuals at worksite
- Perform worksite analysis to determine suitability and accommodation needs
- Maintain confidentiality at all times.
- Work closely with Employer Engagement Specialist to lever opportunities for clients
- Act as a liaison between the employer and client and as an advocate for the client as needed on the job site.
- Anticipate employment related problem areas that may arise with the client and assist in the resolution of these issues.
- Propose solutions and implement strategies that will assist the client in resolving employment related problems both immediate and long term.
- Identify Crisis intervention related to the employment placement.
- Work with the client closely to provide employment supports that ensure employment success.
- Responsible to maintain accurate case notes and records update all information into LAMPSS database.
- Provide verbal and/or written reports on the client's progress to the Career Practitioner and/or Operations Manager.
- Participate in professional development when required.
- Assist the client to use available resources to retain employment, including; workshops, Human Resource Manager, co-workers, training opportunities, and community resources.
- Ability to assess, employment history assessment to determine barriers preventing client from successful employment retention.
- Participate in staff and case management meetings.

- Remain a steady positive influence in client's employment goals, unobtrusive at the client's worksite.
- Organize employability training for clients.
- One-on-one training with clients on specific employment readiness subjects.
- Establish and maintain employer relationships.

Other duties as needed when they arise such as assisting other staff in preparation of annual workshops, job fairs and other special events

**TO APPLY:**

**DEADLINE MONDAY SEPTEMBER 17, 2018 4:00 PM**

**E MAIL [elizabeth.cooke.sumbu@cansa.ca](mailto:elizabeth.cooke.sumbu@cansa.ca)**

**Or drop off at 63 Victoria Street Amherst NS**

**Or Mail to P.O. Box 1015 Amherst NS B4H 4E1**

**Attention Selection Committee Employment Maintenance Officer Nova Scotia Works CANSA**

