



University
of Victoria

Job Title	Job Coach
Start Date	ASAP
Length of Contract	Annual contract - March 31, 2020 with possibility of new contract annually
Reports to	TeenWork Program Manager
Closing Date	April 24, 2019

What is CanAssist?

CanAssist is a unique and innovative program at the University of Victoria (www.uvic.ca) focused on using resources and expertise within the University and the greater community to develop and deliver technologies, programs and services for people with disabilities. CanAssist envisions a society where all people have the opportunity to participate, contribute, and reach their full potential. More information on CanAssist can be found at www.canassist.ca.

Position Description:

TeenWork is an innovative youth employment program developed by CanAssist at the University of Victoria and offered in Greater Victoria. The program is also offered in BC's Lower Mainland in partnership with CBI Consultants. TeenWork is designed to help youth with disabilities and mental health challenges find and retain meaningful, part-time paid employment while attending high school. The Job Coach will be responsible for supporting participants in their search for employment through Group Based Employability Skills (GBES) and Employability Skills through Work Experience (ESWE).

The Job Coach is responsible for increasing employment outcomes, and assisting TeenWork Canada participants in finding appropriate employment within their communities. This comprehensive and collaborative process involves determining the employment needs of the participants and facilitating job placements. The Job Coach has duties involving networking, identifying opportunities, and consulting with employers to identify appropriate and meaningful positions within the community.

The Job Coach also provides on-site support to participants during their work experiences while encouraging independence, developing job support tools and aids, and facilitating communication with supervisors and coworkers. Because of the varied nature of the youths' work shifts and availability, the Job Coach must also be flexible with their working hours, including some work on evenings/weekends. Additionally, the Job Coach assists with administrative duties such as developing forms, participant data tracking and journal/database entries regarding the youths' progress. The Job Coach also attends

networking and best practice forums within the employment support service community to expand their knowledge and meet with professionals working in this field.

Responsibilities:

- Facilitate group sessions to help youth to draw out their skills, interests, strengths, and challenges for the purpose of identifying appropriate work duties, environments, and support strategies
- Facilitate group sessions to assist youth in creating resumes, cover letters, and other job search materials, and practice interview skills and other employment skills
- Work with each participant to identify potential employment opportunities and develop effective job search approaches
- Adhere to stated timelines of group sessions and ensure all activities are completed by all youth, providing individualized support as needed and possible
- Network to develop ongoing collaborative relationships with employers and community organizations and identify job placements for TeenWork participants
- Negotiate with employers to find and create customized positions for youth with particular workplace needs
- Meet with employers to provide information about available supports and services as required, to effectively support participants and employers in achieving sustainable labour market attachment
- Provide onsite job support to the youth, reducing involvement as the youth's independence increases and as the ESWE stage ends
- Facilitate communication among the youth, family, co-workers, and employers
- Facilitate regular check-ins with the employer and the family
- Maintain a flexible working schedule to adapt to the variable schedules of the youth participants
- Report to, and communicate day to day, with the TeenWork Canada Program Manager
- Keep journal entries documenting interaction with the teen in the CanAssist tracking database
- Close participants' files at the end of the program, completing all necessary paperwork and follow-up with youth, families, and employers
- Support the TeenWork Canada Program Manager in project specific tasks
- Other duties as required

Required Skills and Qualifications:

- Bachelor's degree, Diploma, or 3 years education completed in a relevant field (e.g., Psychology, Social Work, Child and Youth Care, Recreation and Health Education, Community Support Work, Mental health and Addictions) or equivalent combination of training and experience
- Experience working directly with young people with disabilities and mental health challenges
- Excellent interpersonal and communication skills, both verbal and written
- Demonstrated desire and ability to network in the community
- Trustworthy, reliable and able to maintain confidentiality
- Responsible, mature, and able to set healthy boundaries with youth participants
- A self-starter with the ability to work independently as well as part of a team
- Strong organizational and time management skills

- Positive attitude and ability to effectively adapt to change
- Initiative, flexibility, creativity and resourcefulness
- Valid Driver's License
- Valid standard first aid (reimbursement available for training fees if not current)
- Clear Criminal Record Check, with vulnerable sector

Applicants should send resume, cover letter, contact information for at least two employment related references and a link to their LinkedIn profile if they have one to Bridget Carrell, Operations Manager at canassistops@uvic.ca.