



University  
of Victoria

## Position Description

<b>Job Title</b>	<b>TeenWork Job Coach</b>
<b>Hours</b>	28 hours/week
<b>Start Date:</b>	November 20 <sup>th</sup>
<b>Salary</b>	\$18/hr – \$22/hr, based on experience
<b>Reports to</b>	TeenWork Program Manager

### What is CanAssist?

CanAssist is a unique and innovative program at the University of Victoria ([www.uvic.ca](http://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](http://www.canassist.ca).

### Position Description:

TeenWork is a program offered by CanAssist that provides the opportunity for youth with disabilities and/or mental health conditions to secure successful and meaningful part-time employment while they are attending school. The Job Coach will be responsible for supporting participants in their search for employment through Job Development and Customized Employment Development.

Through engaging with employers and developing employer connections to connect youth with jobs, the successful candidate will be responsible for increasing employment outcomes, and assisting TeenWork participants in finding appropriate employment within their communities. This comprehensive and collaborative process involves determining the employment needs of the participant, connecting with potential employers, and facilitating job placements. Our ideal candidate must have a sincere interest in networking, identifying opportunities, and consulting with employers to identify appropriate and meaningful positions within the community. The individual should have a solid knowledge and understanding of current labour market information and effective job placement and job search techniques. The successful candidate will have outstanding communication skills, both oral and written, and the ability to effectively organize and prioritize a wide range of tasks efficiently.

The Job Coach will also provide flexible on-site support to participants at their jobs, encouraging independence, developing job support tools and aids, and facilitating communication with supervisors and co-workers. 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 will assist with administrative duties such as developing forms, client tracking and journal/database entries regarding the youths' progress. The Job Coach will also get the opportunity to attend 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 the Discovery process with new youth to draw out their skills, interests, strengths, and challenges for the purpose of identifying appropriate work duties, environments, and support strategies
- Assist youth in creating resumes, cover letters, and other job search materials
- Practice interview skills and other employment skills with youth
- Work with the participant to establish potential employment opportunities and to develop effective job search approaches and employer networking strategies
- Introduce and market the TeenWork program to potential new employers
- Effectively network to develop and nurture ongoing collaborative relationships with employers and community organizations
- 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
- Negotiate on behalf of the participant (to the level required) and in collaboration with employers
- Contribute to the development of an employer engagement system to enable strategic ongoing connection with employers and employer groups
- Support the youth while they work and encourage them to increase their independence
- Facilitate communication between the youth, their co-workers, and employers
- Ensure open communication between yourself, the youth, the employers, and the youth's family
- 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 Program Manager
- Keep weekly journal entries in CanAssist CRM database
- Other duties as required

**Required Skills and Qualifications:**

- Experience working directly with young people with disabilities
- 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
- 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
- Criminal Record Check

Please respond via email with your cover letter and resume, including references, outlining your experience and qualifications. Please label your application with your first initial and last name. Applications must be received by 4:00 pm Thursday, October 26<sup>th</sup>. Interested candidates are encouraged to submit their application sooner, as interviews may be scheduled in advance of the closing date. Please send your application to TeenWork Program Manager, Emerald Pringle at [pringle@uvic.ca](mailto:pringle@uvic.ca).