



University  
of Victoria

## Position Description

<b>Job Title</b>	<b>Job Coach</b>
<b>Hours</b>	17.5 hours/week
<b>Start Date</b>	April 4, 2016
<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 special needs. 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 teens with barriers to employment to secure successful and meaningful part time employment while they are attending school. The Job Coach will be responsible for supporting teens with disabilities in their workplace. This involves discovering and developing the teen's interests and skillset, offering flexible on-site support, encouraging independence, communicating with the teen's employer and family, and assisting with the transition to adult employment programs. Because of the varied nature of the teen's work shifts and availability, the Job Coach must also be flexible with working hours in order to meet the needs of the participants. This typically involves working evenings or weekends. Additionally, the job coach will assist with administrative duties such as developing forms, client tracking and journal/database entries regarding the teen's progress. The job coach will also get the opportunity to attend networking and best practice forums with in the employment support service community to expand their knowledge and meet with professionals working in this field.

The Job Coach reports to the TeenWork Program Manager of CanAssist at the University of Victoria.

### Responsibilities:

- Facilitate the Discovery process with new youth to draw out their skills, strengths, and weaknesses for the purpose of creating a participant profile
- Assist teens in creating resumes, cover letters and practicing interview and other employment skills
- Support the teens while they work and encourage them to increase their independence
- Help to facilitate communication between the teens, their co-workers and employers
- Ensure open communication between yourself, the teens, the employers and the teen's family
- Facilitate regular check-ins with the employer and the family

- Report to, and communicate day to day, with the TeenWork Program Manager
- Keep weekly journal entries in CanAssist CRM database
- Work with Job Developer to find job placements for participants
- Research job duties in various working environments by speaking to employers and employees in order to identify potential employment matches for TeenWork participants
- Develop and maintain new and existing employer contacts for the purpose of networking and stimulating employment opportunities for TeenWork participants
- Contribute to the development of an employer engagement system to enable strategic ongoing connection with employers and employer groups
- Maintain a flexible working schedule to adapt to the variable schedules of the youth participants
- 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 able to effectively adapt to change
- Initiative, flexibility, creativity and resourcefulness
- Valid Driver's License
- Valid standard first aid (will reimburse for training fees if not current)
- Criminal Record Check

Please respond by email and attach a cover letter and resume with references outlining your experience and qualifications. Applications must be received by 4pm Thursday, March 17<sup>th</sup>, 2016. Please send your application to [ahindle@uvic.ca](mailto:ahindle@uvic.ca) .