



University  
of Victoria



<b>Job Title</b>	Job Coach
<b>Position Type</b>	Contract, full time
<b>Location</b>	Victoria (Hybrid)
<b>Hours</b>	35/week
<b>Start Date</b>	<b>September 23<sup>rd</sup>, 2024</b>
<b>End Date</b>	<b>March 31<sup>st</sup>, 2025</b>
<b>Salary</b>	50,000 – 55,000 per year
<b>Reports to</b>	<a href="#">Program Manager</a>
<b>Closing Date</b>	August 18 <sup>th</sup> , 2024, at 4pm
<b>Application Instructions</b>	See <b>the How to Apply</b> section below. Please note: Applications that do not include a cover letter will not be considered for an interview.

## Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming lives for individuals with cognitive and physical barriers. Our technologies and programs have earned recognition for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, and development, policy, applied research, and supported employment, partnership development. Beyond our expertise we are a passionate community committed to creating a world where everyone can thrive and contribute.

## What sets us apart?

**Innovative Solutions:** CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

**Collaborative Spirit:** We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

## Our Vision

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: [www.canassist.ca](http://www.canassist.ca).

## Join the Job Journey team as a Job Coach!

CanAssist is dedicated to helping job seekers aged 15+ who self-identify as having a disability or mental health barrier find and retain meaningful employment. Funded by the federal government's Opportunities Fund for Persons with Disabilities, we are excited to expand our employment program with the launch of the Pathways Program. This new initiative is designed to bridge the gap in career development for individuals with learning disabilities.

## Job Summary

We are seeking a Job Coach to support the daily operations of our Job Journey employment program within the Pathways Program. The successful candidate will report to the Program Manager and play a key role in developing and delivering Career Discovery workshops, providing one-on-one support, and facilitating job placements for participants. This position involves working in both in-person and virtual settings.

## Key Responsibilities

- **Workshop Development:** Create and refine Career Discovery workshop materials and curriculum for individual and group sessions.
- **Participant Support:** Provide ongoing, person-centered support through all stages of the program, including resume writing, interview preparation, and workplace accommodation requests.
- **Facilitation:** Lead workshops and one-on-one meetings, both in-person and virtually, focusing on practical skills and career development.
- **Job Placement:** Assist participants in identifying employment goals, facilitate job placements, and provide on-site support during work experiences.
- **Administrative Duties:** Maintain regular communication with participants, track data, complete case notes, and manage program-related administrative tasks.
- **Accessibility:** Review physical locations for accessibility, support the use of assistive aids, and ensure participants' needs are met.
- **Employer Relations:** Develop and maintain relationships with employers and contribute to the development of program curriculum and marketing.

## **Required Qualifications**

- Bachelor's degree in social work, Psychology, Child and Youth Care, Education, Disability Studies, Social Sciences, or a related field, or equivalent experience.
- Minimum of 2 years' experience working with individuals with disabilities or in employment support.
- Demonstrated ability to coach and support individuals with compassion and active listening.
- Proficiency in Outlook and Microsoft Office (Word, Excel, PowerPoint).
- Experience in leading or facilitating workshops.
- Knowledge of learning disabilities.

## **Preferred Qualifications**

- Experience in community engagement.
- Experience in developing training materials.
- Knowledge of Universal Design for Learning, trauma-informed practice, and anti-oppressive peer support.

## **Desired Soft Skills**

- Excellent time-management and organizational abilities.
- Strong written and verbal communication skills.
- Flexibility to work evenings and weekends as needed.

## **Perks**

As part of our team, you will not only find fulfilling work but also enjoy a range of benefits designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following benefits:

- Hybrid work environment (currently min of 2 days in office)
- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after one month
- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and together we can build a future where both professional and personal growth are at the forefront of your CanAssist experience.

## **Diversity, Equity, and Inclusion**

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to

participate in job application, interview process and to perform essential job functions once onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

## How to Apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you do not meet every qualification, share your perspective in your application. We can connect to find a place for you, whether it is now or in the future.

Interested candidates should provide a **cover letter and resume** in **ONE PDF document** with the following naming convention: "LastName\_FirstName\_Position.pdf" to **canassistadmin@uvic.ca** by **August 18<sup>th</sup>, 2024**. Please put **[name of position]** in the SUBJECT line.

Once we receive your application, our team will carefully review it. If selected, you will be invited to participate in a series of interviews. Additionally, top candidates may be asked to do a skills test.

We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact [canassistadmin@uvic.ca](mailto:canassistadmin@uvic.ca).

We are excited to get to know you and, in the meantime, get to know us:

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