Job Title	CanWork Job Coach
Start Date	April 1, 2020
Length of Contract	Annual contract - March 31, 2021 with possibility of new contract annually
Reports to	CanWork Coordinator: Niels Melis-De Lamper
Closing Date	March 23, 2020

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:

CanAssist in partnership with the Co-operative Education Program & Career Services of the University of Victoria, is introducing a new program that provides Work Integrated Learning (WIL) opportunities for UVic students that self identify having a disability and/or mental health challenges. The goal of the program is to explore new job opportunities, placements and personalized job coaching for UVic students that self-identify having a barrier towards participating in Co-op opportunities.

Reporting to the CanWork Coordinator, the CanWork Job Coach is responsible for delivering group based pre-employment training. This comprehensive and collaborative process involves recruiting participants, determining the employment needs of the participants and facilitating job placements.

As well the Job Coach provides on-site support on a client centered basis, during Work Integrated Learning Experiences while encouraging independence, developing job support tools and aids, and establishing natural supports with supervisors and coworkers. Due to the varied nature of the participant's work shifts and availability, the Job Coach must be flexible with the participant's working schedule, including some work on evenings/weekends.

Furthermore the Job coach assists with administrative duties such as developing lesson plans, forms, participant data tracking and journal/database entries regarding participants' progress.

Responsibilities:

- Develop effective pre-employment training plans.
- Recruit and onboard University students that self-identify having a disability and/or Mental health challenges.
- Facilitate group based pre-employment training workshops.
- Assess skills, abilities and interests to develop individualized Work Integrated Learning plans.
- Assist participants in developing resume, cover letter writing and interview practices that meet the Co-op and Career requirements.
- Networking to develop ongoing collaborative relationships with employers and community organizations.
- Negotiate with employers to find and establish inclusive positions for WIL placements that meet the requirements of the UVic Co-op and Career standards.
- Provide on-site job support to facilitate and foster natural employment support.
- Develop and evaluate pre-and post-employment surveys to measure program outcomes.
- Collaborate with stakeholders from the University of Victoria and the broader community in a professional matter.

Required Skills and Qualifications:
- Relevant Bachelor's degree, or equivalent combination of education and experience.
- Experience working directly with people that identify having a disability and/or mental health challenges.
- Excellent interpersonal and communication skills, both verbal and written.
- Showcases flexibility and patience while working with people with mental health challenges and/or disabilities.
- A self-starter with the ability to work independently as well as part of a team.
- Strong organizational and time management skills.
- Experience in community engagement and facilitating presentations is considered a strong asset.
- Knowledge of the employer map of Greater Victoria is beneficial.