



University
of Victoria

Job Title	CanWork Job Coach
Start Date	Preferably as soon as possible
Length of Contract	Start date - March 31, 2021 with possibility of new contract annually
Reports to	CanWork Coordinator: Niels Melis-De Lamper
Closing Date	Tuesday August 11, 10:00 AM, 2020
CanWork Website	www.canwork.info

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 challenge. 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 in a virtual classroom setting. This comprehensive and collaborative process involves recruiting participants, determining the employment needs of the participants and facilitating job placements.

Additionally, the job coach is available to provide on-site support on a client centered basis during Work Integrated Learning Experiences – doing so 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 to support the student’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:

- Recruit and onboard University students that self-identify having a disability and/or mental health challenge.
- Facilitate UVic's Co-op and Career Introduction to Professional Practice course virtually to a select cohort of students.
- Assess skills, abilities and interests to develop individualized Work Integrated Learning plans based on student's profile.
- Support students in developing a resume, cover letter writing and interview practices that meet the Co-op and Career requirements of the University of Victoria.
- Network to develop ongoing collaborative relationships with employers and community organizations.
- Provide on-site/virtual 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 manner.
- Assist with connecting and posting content on social media platforms.

Required Skills and Qualifications:

- Relevant Bachelor's degree, or equivalent combination of education and experience.
- Experience working directly with people that identify as having a disability and/or mental health challenge.
- Excellent interpersonal and communication skills, both verbal and written.
- Demonstrated flexibility and patience while working with people with mental health challenges and/or disabilities.
- Able to work independently as well as part of a team.
- Strong organizational and time management skills.
- Experience in community engagement is considered a strong asset.
- Experience in public speaking (in person and/or virtually) considered an asset.

COVID-19 Considerations:

Due to COVID-19, the CanWork program will be offered virtually. CanAssist is following all provincial guidelines, return to work policies and safety protocols. You must be comfortable with working virtually through various online platforms to facilitate client and staff meetings. Because the COVID-19 era is an unpredictable time you must be ready and willing to return to work at the CanAssist office as required by your manager. While working from home, we will provide you with a laptop, and screen if required.

Applicants are encouraged to apply as soon as possible, we will begin reviewing applications as they are received. All interviews will take place online. If you require any additional accommodations please contact the CanWork Coordinator directly at canworkcoordinator@uvic.ca