



Opportunity: Job Coach Position (1 year term)

About Easter Seals Nova Scotia

Easter Seals Nova Scotia is a not-for-profit organization that advocates for a barrier-free Nova Scotia and delivers high-quality programs that promote mobility, inclusion, and independence for children, youth, and adults with disabilities. Based in Halifax, our charity helps thousands of Nova Scotians annually. We provide wheelchair, equipment, summer camp, skills training, supported employment, and inclusive sports programs. To learn more about our work and the people we serve, visit www.easterseals.ns.ca. 'Like' us on Facebook, and follow us on Twitter @eastersealsns.

The Opportunity

New Leaf Enterprises, a Social Enterprise and Easter Seals Nova Scotia's skills training and supported employment program, seeks an enthusiastic, flexible, and dedicated professional as a Job Coach for our new Youth Employment Program – "The Next Step". Based in Halifax, this position was created with funding from Nova Scotia's Department of Community Services. Our Job Coach will work with clients and applicants, who are youth aged 18 – 30, in identifying employment opportunities that meet their abilities and aspirations. In cooperation with New Leaf Enterprises' Job Developer, the Job Coach will identify and work with potential employers to support the hiring of our clients with disabilities.

The successful candidate will be organized, self-motivated, experienced and comfortable in individual program planning, possess excellent written and oral communication skills and is a strong advocate for persons with disabilities. The successful candidate enjoys working in a busy environment while managing multiple priorities and relationships. They will need to have experience in employment coaching, working with and mentoring job seekers, and supporting or advancing the professional and career goals of persons with disabilities.

The Job Coach will report to the Executive Director of New Leaf Enterprises.

Key Responsibilities

- Ensures positive and effective communications with clients, families, caregivers, New Leaf Enterprises / Easter Seals Nova Scotia colleagues, and community employers
- Communicates with our clients to understand their goals and ambitions
- Works with other staff to assess client skill levels and strengths, and to identify and help articulate clients' vocational and career goals
- Shares clients' goals with their support network and potential employers
- Maintains accurate and thorough client files

- In cooperation with the Job Developer, schedules meetings with community employers to identify employment opportunities for our clients; represents New Leaf Enterprises / Easter Seals Nova Scotia and attends career fairs and expos to seek opportunities for our clients
- Provides assistance to our job seekers/program participants with the goal of obtaining and keeping employment
- Ensures our job seekers/program participants have up-to-date résumés
- Encourages and mentors our job seekers/program participants with interview skills and interview preparation; accompanies our clients to interviews
- As employment placements are arranged, assists with the on-the-job transition and workplace immersion of our clients
- Provides coaching in effective job search techniques

Qualifications

- Post-secondary education in an appropriate discipline or combination of education and experience related to career or job coaching and counselling
- Seven Core Competencies as required by the Department of Community Services
- Experience in working with or advocating for persons with disabilities
- Demonstrated strength in written communication skills, with an emphasis on accuracy and grammar
- Excellent oral communication skills
- Must be a collaborative team player, with flexibility to assist other Easter Seals Nova Scotia programs as needed
- Ability to work under pressure while managing multiple priorities and deadlines
- Very strong organizational skills
- Effective computer skills in record keeping and data base management
- Experience in the handling of confidential client information
- Must possess a valid Nova Scotia driver's license and have own vehicle
- Availability to work flexible hours dependent on client work placements
- A passion for supporting Nova Scotians with disabilities is a must

Hours of Work

This is a full-time, one-year contract position, with the possibility of renewal.

The deadline to apply for this position is 4 pm, Friday, May 4, 2018. Please submit a cover letter expressing your interest in this position and a résumé to v.dale@easterseals.ns.ca

Thank you to all applicants for your interest in New Leaf Enterprises / Easter Seals Nova Scotia. However, only those selected for an interview will be contacted.