

## **Supported Employment Specialist (Employment Supports Program)**

### **Contract**

**37.5 Hours a week**



### **Reports To**

The Supported Employment Specialist is to report to the Program Director

### **Job Overview**

The Alternatives Employment Supports Program is an Employment Ontario (EO) Service Provider for the Muskoka-Kawartha SSM and funded in part by the Ministry of Labour, Training and Skills Development. Alternatives ES Program supports individuals who are 16 years of age or older living with barriers to employment in Peterborough City and County. Alternatives Employment Support Specialists are dedicated to our clients and their employers by assisting them to achieve their employment goals and hiring needs. We are available to connect people with the right job and the right employer.

### **Responsibilities and Duties**

- Reports to the Program Director
- Adhere to Alternatives policies and procedures.
- Review, understand and follow the terms of the Ministry ESP contract.
- Learn, Navigate, and report in the CaMS reporting system.
- Support participants throughout the program, achieve their employment/education goals and ensure job seekers ideal conditions of employment are met.
- Facilitate modifications and adaptations to the worksite/job duties and/or prepare visual supports for program participants (Ex. visual calendars/schedules, low-high tech communication aides, etc.)
- Model support or instructional strategies to participants' natural supports (caregivers, employers/co-workers) to encourage success & goal attainment.
- Establish, develop, and support working relationships with employers, provide support and resources to ensure successful long-term employment matches.
- Complete detailed Employer needs analyses to understand employer's hiring needs and priorities.
- Aware of the current labor laws, human rights commission and AODA
- Represent Alternatives Community Program Services and Employment Support Program positively within the community, venues, and training locales.
- Use sales techniques such as "cold-calling" of prospective employers and securing in-person meetings to understand businesses' hiring needs to secure employment opportunities.
- Ensure adherence to the contract (budget, policies, procedures, reporting, etc.)
- Conduct Assessments to understand and document the Client's employment-related strengths, needs, abilities, skills, and other relevant employment-related factors to support the development of an individualized Employment Action Plan to support their journey to securing long-term employment.

- Maintain regular face to face contact. Provide pre-employment assistance through vocational advice, job search training, skill development, work preparation and other activities outlined in their Employment Action Plan that support a client's entry or return to employment.
- Support Clients with awareness and navigation support, including accessing community resources for added supports needed to improve their job readiness, including facilitating and following up on referrals.
- Continually surveying the local job market to find and pursue suitable employment opportunities directly with employers on behalf of our clients. This includes weekly cold calling and targeted marketing to potential employers.
- Provide individualized job retention support to clients and employers by maintaining regular contact and identify when the client needs on-the-job support and guidance to successfully keep their employment.

### **Qualifications**

- Developmental Service Worker Diploma from a recognized Community College or a diploma in related Human Service course and/or a University Degree in a relevant course of study
- Experience relevant to the position
- Ability to work respectfully with people living with developmental disabilities and other exceptionalities.
- Knowledge of other disabilities such as mental health, FASD, Autism Spectrum, dual diagnosis, or others
- Knowledge and commitment to an individualized and person-centered approach
- Ability to be a positive, emotionally mature, and caring role model.
- Ability to problem solve.
- Ability to respond to diverse support requirements.
- Ability to work in a team environment that is supportive and respectful.
- Ability to work professionally with the people supported, co-workers, volunteers, other service providers, professionals (behavior therapists, speech therapists, medical doctors, dentists, nurses, social workers, etc.) and members of the community.
- Physically able to perform all aspects of the job.
- Willingness to work flexible hours when required.
- Willingness to work towards improving skills or learning new skills and competencies relevant to this position.

Please send resumes to [VikkiE@AlternativesPtbo.ca](mailto:VikkiE@AlternativesPtbo.ca)

**Application Deadline:** January 14<sup>th</sup>, 2022

**Starting salary:** \$18.89