

JOB POSTING

Developmental Services Employment Advisor Coordinator (Part-Time, 12-Month Contract)

Community Living Kincardine and District is seeking a compassionate and dedicated Job Developer to join our team and connect individuals with developmental disabilities to employment opportunities. This position will work closely with individuals, families, employers, and other support teams to provide job placement, coaching, and advocacy. This role requires someone who is resourceful, patient, and passionate about inclusive employment.

About Us:

Community Living Kincardine and District assist individuals with developmental disabilities, using a person-directed approach in supporting individuals to achieve their goals and actively participate in their community. If you believe that individuals of all abilities belong and should have an equal opportunity to participate in the community, CLKD is a place where you can work to inspire possibilities for all the individuals we support!

Our Mission

In collaboration with stakeholders, CLKD promotes and facilitates the full participation of people to lead enriched and meaningful lives.

Our Vision

An inclusive, caring community.

To get a closer look at what we do, please visit our website: www.clkd.ca where you can view our newsletters and stories.

Job Responsibilities:

- **Preparation:** Assess individuals using a Discovery method process, assist with resume building, and prepare them with the skills and training to be successful in their job search.
- **Job Matching & Placement:** Assess individuals' strengths, interests, and abilities to identify suitable job opportunities.
- **Employer Outreach:** Build and maintain relationships with local employers to create job opportunities that match our supported individuals' skills and goals.
- **Coaching and Support:** Provide on-site coaching, training, and follow-up support for clients to ensure job retention and satisfaction.
- **Advocacy:** Educate and advocate for inclusive hiring practices among employers and within the community.
- **Documentation:** Maintains accurate records of supported individuals' progress, job development activities, and employer contacts.

- **Collaboration:** Work with case managers, job coaches, and other support staff to create individualized employment plans for each supported individual.

Qualifications:

- **Education:** Post secondary education in Human Services, Social Work, or related field (or equivalent experience).
- **Experience:** Minimum 2 years' experience in job development, or related field.
- **Skills:** Strong interpersonal, networking, and organizational skills.
- **Knowledge:** Understanding of developmental disabilities and experience working with individuals with developmental disabilities, is preferred.
- **Transportation:** Valid class "G" Ontario Drivers Licence and able to utilize your personal, adequately insured vehicle (proof of minimum \$1 million liability insurance) for work purposes.
- **Work Schedule:** Must be flexible and available to work for a variety of shifts; including days, evening and weekends.
- **Police Check:** Required to provide a satisfactory Vulnerable Sector Police Check.
- **First Aid:** Required to have or obtain a minimum Emergency First Aid/ CPR certificate within the first three months of hire.

Compensation and Benefits:

- This is a one (1) year contract position with an expected start date of January 2025.
- Average of 21 hours per week, consisting of 3 days per week. The successful candidate must be available and flexible for changing schedules, working days, evenings, and weekends, as required.
- Schedule subject to change according to program and individual's needs.
- Rate of Pay: \$31.41 per hour

How Do I Apply?

If this sounds like a role you would excel in, we would love to hear from you! Please submit your resume and a brief cover letter detailing your interest in this position.

Interested applicants are asked to apply by email with a cover letter and resume (referencing the position) to:

April Numan
Administrative Assistant, Human Resources
e-mail: anuman@ckd.ca.

Community Living Kincardine & District is an equal opportunity employer committed to an inclusive, barrier free recruitment and selection process. Applicants are encouraged to advise in advance if accommodation is required.