



# North Island Community Services (NICSS) Job Posting

**POSITION:** Customized Employment Coordinator

**CLOSING:** Until Filled

**LOCATION:** Mount Waddington Area

**HOURS:** 28 hours/week

*North Island Community Services is a not-for-profit society that has successfully been providing community-based services to the Mount Waddington region for 40 years. Under the general supervision of the Program Coordinator and working as part of a support team, the Employment Coordinator is responsible for assisting in the development and implementation of employment skill development programming, and for providing work related skills training, growth opportunities and employment support for individuals with diverse abilities.*

## Summary:

NICSS' Community Links Program, is currently looking for an employee for the Customized Employment Coordinator Position who is able to apply a person-centered and strengths-based approach to working with clients who demonstrate diverse abilities. We are looking an individual who believes in the abilities of others and who is committed to supporting individuals to establish and reach their goal of sustainable employment, so they feel like a part of the community where they live. If you are willing to advocate for your clients, have a positive attitude, and consider yourself to be a team-player, we want to hear from you!

## The Ideal Candidate will:

Be able to network with community businesses to foster positive working relationships and opportunities for/with the clients while assisting in the preparation and implementation of various activities and training for clients that focus on employment

Assist clients by providing work related skills training, encouragement, personal support, and growth opportunities and, if needed and/or appropriate, with such areas as: work routines, work placement skills, appointments, interviews, hygiene, social skills etc.

Ensure continuous provision of support services

Report to the Program Coordinator regularly on support suggestions, correction or modifications required

Maintain an up-to-date knowledge of employment support trends

Act as a positive role model for clients

Be organized, efficient and able to work unsupervised when needed

## Essential Qualifications:

CSW Certificate and one-year experience working with people of diverse abilities or the equivalent of education, training, and experience

Experience with delivery in the social service sector

Have working knowledge of community-based programs and community support

Valid Driver's License, clean abstract and reliable vehicle

Approved Ministry of Justice Criminal Records Check

Level 1 first aid w/CPR (or willing to obtain prior to start date)

For more information contact Ronnie Sam, Program Lead at: (250) 230- 2543 or email [comlinks@nicommunityservices.ca](mailto:comlinks@nicommunityservices.ca)

Interested applicants can send **resume and cover letter** via email to [ed@nicommunityservices.ca](mailto:ed@nicommunityservices.ca) or fax to (250) 956-4484