

## Job Posting

Internal

External/Internal

**Job Title:**

# Employment Support Worker

**Posting No:**

## JH465

**Job Location:** Courtenay

**Note:** This position is a temporary vacancy covering a 12-month period. This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$29.17 (Step 1) - \$33.49 (Step 4), JJEP Grid 12, Step 1\*

**Schedule:** Monday, Wednesday, Friday, 8:30-4:30 & Tuesday, Thursday 10am-6pm

**Hours per week:** 35

**Closing date:** May 3, 2024 at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

**Apply to (cover letter, resume, and 3 references):**

Human Resources

**Email:**

Employment@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

## Job Description

<i>Job Title:</i>	Employment Support Worker
<i>Work sites:</i>	Courtenay
<i>Program:</i>	Foundry
<i>Benchmark:</i>	Unique, 631 Points
<i>Grid Level:</i>	JJEP, Grid 12
<i>Reports to:</i>	Program Manager
<i>Prepared date:</i>	February 2, 2022
<i>Approved by:</i>	Executive Director
<i>Approved date:</i>	April 27, 2022
<i>Reviewed:</i>	
<i>Revised and approved by Executive Director:</i>	

### Summary

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The Employment Support Worker will work independently in a variety of settings, including outreach, to develop, implement, monitor, evaluate, and revise individualized case planning for high-risk youth experiencing significant barriers to employment.

### Essential Duties and Responsibilities

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To perform the job successfully the Employment Support Worker must be able to perform consistently each essential duty satisfactorily. Other duties may be assigned.

- Apply often and immediate crisis intervention when supporting high-risk youth in community.
- Assess clients with mental health concerns, dual diagnosis, substance use issues, and life circumstance barriers to employment to identify their employment readiness and placement suitability by identifying their strengths, interests, skills, and abilities through conducting interviews.
- Develops, with the participation of the clients, viable work, education, or training plans, including pre-employment skill development, designed to meet the clients' goals in the areas of daily living, social skills, job readiness, and success in their placement. Implements, monitors, evaluates, and revises plans.

- Trains, supports, coaches, and monitors clients, as well as advocate and negotiate for when necessary, in a variety of work settings in areas such as works skills, proper hygiene, product quality/quantity and service expectations.
- Provides reports on clients' skill level and progress to Program Manager and develops accommodation plans and modifications to the goals.
- Encourages client participation in community activities and encourages relationships and friendships in the community.
- Secures the cooperation of employers to participate in job placement.
- Follows up job placements by problem-solving, troubleshooting, and providing trauma-informed support and education to assist employers to work with clients.
- Liaises with community service providers in order to promote the program, represent the agency and maintain healthy relationships.
- Liaises with community service providers to provide referrals, facilitates service coordination, and promote the program.
- Work within a team model; however, program delivery warrants working independently.
- Work flexible hours including weekends and evenings to accommodate program and client needs.

## Qualifications

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The requirements listed below detail the knowledge, skill and/or ability required to perform the essential duties of the job.

### Education and Experience

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- Two (2) year diploma in a related human/social services field
- Two (2) years' recent related experience which should include:
  - Experience with high-risk youth facing multiple barriers to employment
  - Experience in providing crisis intervention

### Case Management Skills

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- Demonstrated ability to work constructively and co-operatively in a team setting
- Excellent communication and interpersonal skills
- Knowledge and experience in involving families, community, and other systems in case planning with youth
- Knowledge and experience with case recording practices
- Knowledge and experience with referral, screening and case conferencing practices
- Knowledge of community resources and employment opportunities for youth

## Other Skills and Abilities

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The Employment Support Worker must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face.
- Have the ability to accept the differences he or she will find among his or her clients.
- Accept clients' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members, including referring authorities.
- Have the ability to set limits and maintain the helping role for the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
- Recognize the value of a nurturing family as the ideal environment for a person.
- Have the ability to recognize persons with special needs and make appropriate referrals.
- Have basic computer and Internet skills.

## Other Job Requirements

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- Driving is required to enable contact with youth at home or in the community. The worker must have a valid driver's licence and safe, reliable transportation, and must obtain appropriate insurance as per John Howard policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The worker will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The program worker will also abide by the relevant rules and regulations and guidelines set out by the Ministry for Children and Family Development.

## Diversity

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.