



EMPLOYMENT SUPPORT SPECIALIST

At Causeway, we believe that meaningful, rewarding work is incredibly valuable. It's more than a job; it's about being able to enrich your community and find meaning in your life.

The **Employment Support Specialist** works in partnership with the Employment Team as a whole as well as other departments in Causeway Work Centre and the community at large to provide a "Best Practices" approach to assisting Causeway clients in achieving their employment goals.

The Employment Support Specialist will be responsible for achieving set targets while providing client-centered services to both clients and potential employers in the community.

Duties and responsibilities

- Assist in identifying client barriers/strengths related to employment
- Develop and implement strategies & procedures to assist clients in achieving employment around identified barriers and strengths
- Complete client-centered employment plan with each client
- Provide job development and employment support based on the client's needs/goals
- Work with self-employed clients on business planning and support
- Be flexible and supportive to the needs and abilities of the clients served
- Establish and maintain relationships with community businesses and prospective employers
- Act as a liaison between clients and employers when necessary, to support job placement and maintenance
- Achieve funding-related targets in job placement and retention
- Work with fellow Employment Supports Program staff to ensure all client files and documents are maintained and submitted in accordance with ODSP-ESP directives
- Keep accurate and timely statistics and reports
- Attend team meetings, promote team-building and staff cohesion
- Complete workplace assessments and analysis when required
- Provide job carving and on-the-job coaching as required
- Provide client follow up/retention strategies to ensure job maintenance
- Understand the programs & services provided by Causeway Work Centre, providing referrals and relevant information-sharing with other programs/ staff

Salary, contract

- \$19.23 per hour, 35 hours per week.
- 3-month contract, with possibility of renewal
- Immediate start date; students are welcome to apply

PLEASE EMAIL YOUR RESUME AND COVER LETTER TO SHARON LEWIS AT
slewis@causewayworkcentre.org

Causeway encourages qualified candidates from diverse backgrounds, including those who may need accommodation, to apply. Please advise if you require accommodation throughout the recruitment process.