



Causeway is a not-for-profit agency that helps people with mental illness and other challenges find meaningful work. By helping everyone find productive and rewarding work, we are setting off a chain reaction that sends waves of good throughout our communities.

Join us as we build better communities while transforming lives with purpose and belonging.

Position Opportunity: Employment Support Specialist

Position status: Full-time

Position Summary

The Employment Support Specialist is responsible for developing, building and maintaining employment opportunities for clients accessing Causeway's employment programs. Job development is done through various channels such as cold calling, direct mail, job carving, networking events and job fairs. The Employment Support Specialist will also be responsible for actively building positive relationships and partnerships with employers in the Ottawa community. This position works 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 practice, client-centered approach to assisting clients in achieving their employment goals.

In accordance with funding guidelines, the Employment Support Specialist will be responsible for achieving the target minimum, while providing client-centered services to both clients and potential employers in the community.

Duties and responsibilities

- Develop and implement strategies & procedures to assist clients in achieving employment around identified barriers and strengths
- Complete a functional client-centered employment plan with each client
- Work with clients developing resumes, cover letters, job searching and interviewing techniques
- Actively provide job development and employment support based on the client's needs/goals
- Be flexible and supportive to the needs and abilities of the clients served
- Seek out, establish and maintain relationships with community businesses and prospective employers
- Complete workplace assessments and analysis when required
- Act as a liaison between clients and employers when necessary, to support job placement and maintenance
- Provide job carving and on-the-job coaching as required
- Provide client follow-up/retention strategies to ensure job maintenance
- To achieve funding-related targets in job placement and job retention

- Ensure all paperwork, statistical data & reports are completed accurately and reported in a timely manner
- Be aware of the resources in the community that may be required by Causeway clients.
- Gather and record labour market information for a variety of industries
- Any other duties & responsibilities which may be required

Qualifications

- Post-secondary education from an accredited educational institution
- Experience in career services, recruitment, job development or similar role considered an asset
- Sales and cold-calling experience with the ability to build a positive rapport with the business community
- Knowledge of barriers to employment, including those experienced by persons with mental illness and persons who are homeless/at risk of homelessness
- Excellent knowledge of the various industries and labour market trends
- Exceptional communication, interpersonal and leadership skills with strong ability and desire for public speaking, networking and presentations
- Excellent resume and cover-letter writing skills
- Experience in supported employment for persons with disabilities considered an asset
- Bilingualism is considered an asset

Work conditions

- 35 hours per week, including weekends and occasional evenings to meet demands of community events

Compensation:

- Annual Salary of \$35,000 with a competitive benefits package including health & dental, RRSP contributions, vacation and professional development.

PLEASE EMAIL YOUR RESUME AND COVER LETTER TO LUANNE GAUVREAU AT:

LGAUVREAU@CAUSEWAYWORKCENTRE.ORG

Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.

We thank all applicants for their interest but only those selected for further consideration will be contacted.