

# Causeway Work Centre

## Manager of Employment Services

### Who is Causeway?

Causeway is a not-for-profit agency that empowers ALL people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

### What will I be doing?

As the Manager of Employment Services, you will help to plan, schedule, coordinate, monitor and track all duties and responsibilities of staff connected to four programs: Employment Supports Program, Job Quest, Resource Centre, and Homes for Special Care. In this role you will be responsible for working with the staff of these programs, providing the support and direction necessary to carry out the operational plan relevant to each program and meet the necessary targets. You will work in partnership with the Manager of Programs & Services to ensure all programs at Causeway Work Centre are operating in a collaborative manner using a streamlined, best practice approach to delivering client centered services.

### What will my duties include?

- To manage and provide support and strategic clarity to all Causeway staff under his/her direction
- Ensure that the policies and procedures of Causeway Work Centre are implemented and followed
- Community networking (including community partners, networks, employers, organizations, funders) with the ability to build and nurture strong partnerships and relationships
- Contribute to organizational leadership projects when requested
- HR functions including hiring, orientation, training, performance appraisals, scheduling & monitoring & approval of time sheets
- On-going supervision and review of OCANs, EMH entries & client files to ensure timely completion and accuracy in accordance with agency & funder guidelines
- To ensure ministry related paperwork and reports are completed accurately and reported in a timely manner (in conjunction with Director)
- Monitor schedules and calendars to ensure program obligations are being met
- Schedule & facilitate team meetings, team-building and staff cohesion
- To create & update training tools for staff under their direction
- To provide reports to the Director of Programs & Services or others when required.
- To conduct performance appraisals on staff under their supervision
- Ensure effective program delivery and cohesion with other programs in agency, working in collaboration with the Manager of Programs & Services & the Director

### What will I bring to the organization?

- Minimum of 3 years' experience supervising a team of 5-10 people
- Experience working in the field of supported employment
- Experience working with vulnerable populations
- An understanding of the supported employment network and partners in Ottawa
- High energy to motivate a staff team
- Critical thinking and problem-solving skills
- Adaptability and resourcefulness

- Ability to hold people accountable and support ongoing evaluation of programs and services
- Ability to work collaboratively with staff and management team
- A client centered-approach
- A passion and strength in public speaking and presentation
- An understanding of budgeting and financials

### Why should I work here?

At Causeway we are focused on building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

- A supportive, inclusive and collaborative environment
- Starting salary of \$49,875
- 3 weeks' vacation leave
- A variety of personal leave including 20 days of sick leave, 3 floating leave days and 14 hours of appointment time
- Group health benefits plan
- RRSP matching Program
- Opportunities for professional development and continuous learning

### How do I apply?

Please send a copy of your resume and cover letter to Sharon Lewis, Director of Programs & Services at [slewis@causewayworkcentre.org](mailto:slewis@causewayworkcentre.org)

**Accepting Applications until Wednesday September 16<sup>th</sup> at 12:00pm**