



Manager of Employment Service

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 oversee, support and monitor all duties and responsibilities of staff connected to our employment programs: Employment Supports Program, Job Quest & Resource Centre. 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 collaboration 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. As Manager of Employment Services you will act as a representative of Causeway at employment events, working groups and other community functions, building relationships and engaging with other service providers.

What will my duties include?

- To oversee, provide support, coaching and strategic clarity to all Causeway staff under their direction
- HR functions including hiring, orientation, training, performance appraisals, scheduling & monitoring & approval of time sheets
- Represent Causeway at community networking & partnership meetings
- Contribute to organizational leadership projects when requested
- On-going management and review of client database & 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)
- Schedule & facilitate team meetings, team-building and staff cohesion
- To create & update training tools for staff under their direction
- Analyze and evaluate labour market information and trends on a regular and consistent basis
- To provide reports to the Director of Programs & Services & others when required.
- Ensure effective program delivery and cohesion with other programs in agency, working in collaboration with the Manager of Programs & Services & the Director
- Ensure that the policies and procedures of Causeway Work Centre are implemented and followed
- Any other related duties complementary to the job

What will I bring to the organization?

- Minimum of 3 years' experience managing a team of 5-10 people
- Proven experience working with vulnerable populations and those who are unemployed or underemployed
- Knowledge of the challenges faced by individuals with significant barriers who are entering the labour market
- Proven experience working in the supported employment/employment field
- An understanding of the OEAS and Employment Ontario partners/services in Ottawa
- Experience with the EOIS CaMS application considered a strong asset
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
- Fluent in English, bilingualism considered a definite asset
- High energy and ability to motivate a staff team
- Strong critical thinking and problem-solving skills
- Effective report writing ability
- Ability to work collaboratively with staff and management team
- A client centered-approach
- A passion and strength in communicating, public speaking and presentation
- An understanding of budgeting and financials
- Police check for the vulnerable sector required at your own expense

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 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

Accepting Applications until Wednesday November 22nd at 12:00pm