

Position Opportunity: Employment Supports Specialist

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?

The Employment Support Specialist helps to develop, secure and maintain employment opportunities for people 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 actively build 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 and the community at large to provide a best practice, person-centered approach to assisting participants in achieving their employment goals. This is a bilingual position.

What will my duties include?

- Develop and implement strategies & procedures to assist participants in achieving employment around identified barriers and strengths
- Complete a functional person-centered employment plan with each participant
- Work with program participants to develop resumes, cover letters, job searching and interviewing techniques
- Actively provide job development and employment support based on individual needs/goals
- Be flexible and supportive of the needs and abilities of the people served
- Seek out, establish and maintain relationships with community businesses and prospective employers
- Complete workplace assessments and analysis, job carving and job coaching when required
- Act as a liaison between participants and employers, when necessary, to support job placement and retention
- Achieve funding-related targets in job placement and job retention
- Ensure all paperwork, statistical data & reports are completed accurately in a timely manner
- Be aware of the resources in the community that will support people accessing Causeway's programs in achieving their goals.
- Gather and record labour market information for a variety of industries

What will I bring to the organization?

- Ability to deliver all services in English and French considered an asset
- Post-secondary education from an accredited educational institution
- Experience in supporting vulnerable people

- 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 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
- Adaptability and resourcefulness
- A person-centered approach
- A passion and strength for relationship building

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 \$40,000
- Starting 3 weeks' vacation leave
- Generous sick time, appointment time and statutory holidays
- Additional paid time over the holiday break between Christmas and New Year's Day
- Free access to a full onsite gym
- Group Benefits and Pension Plan (shared by employer and employee)
- Opportunities for professional development, training 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 by August 12th, 2022.

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.