



**VOCATIONAL COORDINATOR – VOCATIONAL SERVICES
FULL-TIME POSITION**

Hours of work: 40 hours per week
Terms: Permanent Full-Time
Start date: November 2017
Reporting to: Vocational Program Manager
Hourly wage: \$19.70 - \$24.32 per hour with a competitive benefits package

Reporting to the Vocational Program Manager, the Vocational Coordinator is responsible for ensuring proper assessment, implementation and reviews of all participant plans and vocational goals in accordance with the Agency's mission, philosophy, values, policies, procedures, and all relevant legislation. This position involves working in partnership with the Vocational Facilitator and a variety of employers and community partners.

SPECIFIC ACCOUNTABILITIES:

- Coordinate participant's vocational goals, and complete assessment if participant is able to begin work placement.
- Support participant in returning to work by negotiating employment contract, coordinating job coaching requirements, and liaising with the Vocational Facilitator to ensure employment is successful.
- Oversee Cemetery Gardening Angel's program including: design consultations, job estimates, customer service, scheduling, time management, and additional tasks as required.
- Develop healthy partnerships with community employers and provide education on acquired brain injury as necessary to promote vocational placements.
- Prepare reports for the agency and program funders as required to ensure quality control and continuity of service.
- Responsible for maintaining a safe and hazard-free work environment for fellow staff and participants according to health and safety policies, and reporting any workplace accidents/incidents or hazards immediately.
- Responsible and accountable for meeting shift expectations and tasks as assigned within a program, job site or specific to any given participant.
- Other related duties and responsibilities as assigned.

KNOWLEDGE & SKILL REQUIREMENTS:

- Degree or diploma in social services, psychology, sociology, social work, or related field.
- Minimum three years experience in social services, including experience developing Individual Support Plans and Behavioral Plans.
- Experience with assessment, case coordination, negotiation, and customer service.
- Demonstrated understanding of relevant legislation including the Personal Health Information Protection Act.
- Strong interpersonal skills in developing and maintaining effective working relationships with team members, community partners, professional groups, and customers.
- Demonstrated ability to prioritize, make effective decisions, and display balanced judgement.
- Knowledge of community based supports and services in the Niagara Region for ABI.
- Current certification in Standard CPR/First Aid and a Vulnerable Sector Police Clearance Certificate.
- Current valid driver's licence and access to a reliable passenger vehicle.
- A preferred asset also includes proficiency in speaking/reading French.

PHYSICAL/ENVIRONMENTAL WORKING CONDITIONS

Due to the overall nature of the job, the successful applicant should be able to handle the physical and environmental working conditions of the position including: strenuous and repetitive activities, ability to exert up to 50 pounds of force to push, pull, drag, or move objects as necessary, subject to work environments that have exposure to weather with extremes of heat and/or cold, wet and/or humid conditions, high levels of noise and various work-related hazards.

APPLICATION PROCEDURE:

A current resume (including months and years of previous/current employment and education) with a cover letter must be forwarded to Meghan Mills (hr@bicr.org) by **Monday, October 16 at 3:00 p.m.** if you wish to be considered for this position. Only eligible applicants will be considered for interviews.

BICR is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.