

POSITION TITLE: Employment and Volunteer Coordinator

DEPARTMENT: Administrative

REPORTS TO: Employment Services Supervisor

The Employment and Volunteer Coordinator supports and participates in the development, implementation of a comprehensive, person-centred employment support program at Community Living Wallaceburg.

The Employment and Volunteer Coordinator is also responsible for the development and implementation of a volunteer program within the Agency.

Major Responsibilities:

Community Liaison

- Is responsible for the coordination and case management of client files for the Employment Services program
- Employs outreach strategies on and offline and a variety of public relations and marketing tactics to engage existing stakeholders and attract new intakes, volunteers and supporters to the organization.
- Advocates on behalf of program participants with other community agencies, outreach and presentation of program information on site and in community, agencies, providing the evaluation of program activities by collecting ongoing statistics and participant feedback
- Maintains an active voice in social media on Facebook, Twitter and other media that are relevant to key communications of families and supporters
- Implements effective strategies to ensure ongoing employment retention
- Promotes and demonstrates the Vision and Mission of the agency within the workplace and in the community.
- Serves as a role model to others by demonstrating a respectful, positive and inclusive attitude
- Participates on committees, activities, and events as requested.
- Demonstrates leadership, positive and professional relationships with employers, volunteers and the community.

Volunteer Coordination

- Provides orientation, advise, guidance and ongoing training for volunteers
- Responsible for volunteer recruitment and retention building, strengthening and supporting a volunteer infrastructure to facilitate year round community involvement.
- Demonstrates leadership, positive and professional relationships with volunteers and the community.

Related to Human Resources and Occupational Health and Safety

- Promotes a positive, supportive and risk-free work environment that is respectful of the contributions of all employees
- Works within compliance to the Occupational Health and Safety Act, Workplace Safety & Insurance Board and Agency health and safety policies and procedures
- Promotes a harmonious, risk-free work environment through awareness to Bill 168 - Violence in the Workplace

- Ensures an awareness of safety measures for self, co-workers, volunteers, the public and others
- Ensures proper and safe use of equipment

Qualifications:

- Self-starter, capable of identifying the need for taking independent action and demonstrated ability to work both in a team environment
- Post-secondary education and or/ equivalent experience in job development and employment counselling; specialized training/education in career counselling
- Experience using a variety of marketing strategies to successfully connect job seekers with employers
- Demonstrated ability to cold call employers and develop employment opportunities relevant to the needs of our participants.
- Experience developing, monitoring and evaluating employment contracts between employers and program participants.
- Demonstrated excellent computer skills, word processing and Microsoft environment
- Proven ability to work effectively with a diverse population, including persons with disabilities and other various barriers to employment.
- Well developed and professional presentation and facilitation skills in working with clients, employers and external partners.
- Excellent labour market research and referral skills, finding appropriate resources within the community of Chatham-Kent is essential for participants
- Experience in developing volunteer programs
- Access to a vehicle is required for travel

Other:

- Normal hours of work are 37.5 hours per week
- Required to work flexible hours, including some evenings and weekends and work a flexed workday as will be required to attend events and functions or in preparation for same

Due to the changing nature of the work and work to be done, responsibilities, duties, job specifications and qualifications may be changed from time to time.

Qualified candidates are invited to submit a cover letter and resume no later than November 9, 2018 to:

Community Living Wallaceburg
 1100 Dufferin Avenue
 Wallaceburg, ON N8A 2W1
 Attention: Manager, Human Resources and Organizational Development
 Email: HR@CLWallaceburg.com

We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

Community Living Wallaceburg is committed to developing inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process, please advise Human Resources of accommodation needs to enable you to be assessed in a fair and equitable manner.