**INTERNAL POSITION- Vocational Counsellor Lifestreams Employment - Full time permanent**

**Job Summary:** Promote and ensure the skill developmentof individuals with developmental disabilities who are seeking to prepare for and explore employment. Services are provided in community-based settings. Complete learning assessments and provide client with education and/or skills training that will further independence, inclusion in community and address potential barriers to employment. Support clients in continued learning.

**Reports To:** LifeStreams Program Leader

**Hours of Work:**  35 hours per week, Monday to Friday.

**Location:** Based out of the Garth Homer Centre.

**KEY DUTIES AND RESPONSIBILITIES**

1. Assess the safety, emotional, social, environmental needs of the client. Recognize, assess and respond to potential and emerging needs for crisis intervention and stabilization in community-settings. As required facilitate the development of behaviour management skills and strategies.
2. Engage in the Discovery process to assess client needs, interests and skills related to ongoing learning and meaningful involvement in the community. This process may include interviews with the client, family members, support professionals and others. Documents assessment/Discovery and updates as required
3. Plan and facilitate community-based activities that provide opportunities for the client to acquire the life skills necessary to further independence, increase opportunities for social interaction, and increase their potential to achieve or maintain meaningful employment. .
4. Develops plans with clients to enable him/her to meet his/her goals in the areas of learning, job readiness and job retention.
5. Provide client with education/training/support leading to learning and/or employment. Identify individualized goals, provide training and support and evaluate client performance and progress.
6. Ensure that client actively participates in the planning process of his/her individualized service
7. Locate volunteer placements and/or employers that are an appropriate match to the client’s interests and abilities
8. As required, identify, access and make referral to generic community resources for educational and skill development, recreation opportunities and vocational/employment skill development as required by the individual client.
9. Maintain complete and organized documentation on the activities of the person served, progress made on goals and all other documentation.
10. Foster positive working relationships with all stakeholders. Maintain effective communication with stakeholders including caregivers, family members, GHS program staff, CLBC and applicable community-based resources.
11. May act as an advocate for the individual including attending meetings with the person served.
12. Ensure that health and safety standards are maintained.
13. Perform other duties and responsibilities as required.

**QUALIFICATIONS**

**Required Education, Training and Experience:**

* A diploma in a related human/social service field or the equivalent combination of education, training and experience
* One year recent experience in employment services field for individuals with a developmental disability.
* Experience and knowledge in the area of behaviour management and/or Crisis Intervention.

**Required Job Skills and Abilities:**

* Demonstrated working knowledge of supports specific to individuals with DD
* Excellent interpersonal communication skills, ability to establish positive rapport with all stakeholders.
* Demonstrated ability to provide non-aversive behaviour management support
* Demonstrated working knowledge of/ or training in current trends and best practices related to community-based employment preferred
* Demonstrated ability to assess, teach using adaptive methods with an end- goal of employment/self-employment/volunteer placement
* Demonstrated ability to work effectively with employers and community stakeholders
* Demonstrated ability to assess, teach vocational skills and effectively support clients through the self-employment process
* Demonstrated networking and enterprising skills and ability to work effectively with local employers and businesses
* Good time and general management skills
* Demonstrated teamwork skills
* Written communication skills, especially with regard to reporting
* Computer literacy
* Class 5 Driving License

**Additional Information:**

* Direct program delivery activities require the ability to work well independently and occasionally under pressure while managing multiple concurrent tasks including managing emergency situations.
* Willing to use personal vehicle daily for work purposes

**Wage rate:** See Wage Grid for Vocational Counsellor in Appendix A of the collective agreement

(Step 1 - $23.10 /hr).

**Closing Date:**

**Effective**

Applications should be submitted to: Kevin Steeple, Director Client Services

This position is open to all qualified individuals

This position requires Union membership.

GHS is committed to inclusive hiring practices, providing equitable opportunities for minorities including: women, Indigenous peoples, persons with disabilities, members of visible minorities and LGBTQIA2S+ applicants.