



Employment Facilitator

Lifetime Networks is a not for profit society that offers support to people with developmental disabilities, fetal alcohol syndrome and disabilities under the autism spectrum. We see a future where people with disabilities live safely in their communities, where they can fulfill their potential and enjoy lifelong friendships and support.

Job Summary

The Employment Facilitator will seek out and create sustainable and suitable employment opportunities for job seekers in the Lifetime Networks Employment Program.

Responsibilities Include:

- Job development and customized employment development; directly responsible for creating sustainable and suitable employment for the job seekers
- Regular communication with job seekers and their supporters to plan for interviews, scheduling, transportation, and other related needs
- Working with job seekers to develop their employability skills, both one-on-one and in group settings
- Maintaining in depth notes on job seekers' progress and efforts to secure employment opportunities
- Facilitating informational interviews between job seekers and employers
- Facilitating the Discovery Process
- Communicating with job coaches and providing job coaching when needed
- Providing job maintenance services
- Creating strong healthy connections with employers and potential employers
- Attending and representing Lifetime Networks at various networking events and meetings
- Providing other employment related supports
- Being a contributing member of the Lifetime Networks Employment Team

Qualifications:

- Post Secondary Degree or Diploma in Social Services, Employment Services or related experience.
- A working knowledge of customized employment
- Clear Criminal Record Check
- Current First Aid
- A reliable vehicle, a class 5 drivers licence and a clear Drivers Abstract



Characteristics:

- Friendly and engaging
- Strong organizational skills
- Self-directed
- Able to effectively support and supervise others to meet their employment goals
- Able to set and meet deadlines and boundaries and able to support others to do the same

Hours and Compensation

35 hours per week

\$20.01 hour with 4-month probationary period

Please apply with resume and cover letter to Frances, Human Resources Specialist: frances@lnv.ca.