

The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Community Coordinator Opportunities Fund Program

Classification: Miscellaneous
Status: Regular, Part-Time (0.8 FTE)
Salary Range: \$30.15 to \$37.58 Hourly
Pay Grade: 8
Employee Group: HSA
Start Date: April 1, 2019

The BC Centre for Ability has an opening for a regular, part-time Community Coordinator in the Opportunities Fund Program. The right candidate will enjoy working with vocational case managers and persons with a disability to enhance their employability and reach their employment goals. The candidate will be a highly motivated person who is able to work independently, yet connect and collaborate within a team of highly skilled professionals. Visit <http://www.oppsfund.ca/> to learn more about the Opportunities Fund.

Responsibilities

- Facilitate client access to the program using effective marketing strategies and promotional materials
- Develop and maintain working relationships with referring case managers, training institutions, and employers accessing a wage subsidy
- Provide application package and promotional materials to referring agencies
- Review application information and determine client's eligibility for services
- Conduct intake interview to assess client's commitment and readiness to execute the steps identified in the Return to Work Plan
- Evaluate the Return to Work Plan for completeness and appropriateness
- Negotiate financial support with clients
- Coach and advise clients in preparing and obtaining documentation for budgets
- Establish and maintain close working relationship with training institutions to monitor client training process and use of training funds
- Assess safety and employment standards of potential work-site before entering into a wage subsidy agreement
- Prepare and finalize the appropriate contracts and agreements to be approved and authorized by the Program supervisor
- Establish regular monitoring process with clients to ensure compliance to the written agreement
- Maintain liaison with referring employment counselor/case manager to ensure that each client's needs are addressed
- Conduct regular review visit with employers to ensure compliance to the wage subsidy agreement
- Refer clients to job placement services and other appropriate employment-related services
- Complete follow-up with clients to determine client employment outcome
- Maintain up to date documentation on client's progress and expenses using the Electronic Client Record system, and required format
- Other related duties as required by the Program
- Adhere to the philosophy, policies and procedures of the Centre



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Community Coordinator

Page 2

Qualifications

- University degree in vocational rehabilitation, counseling, or related field
- A member of, or eligible to register for RRP or CCRC
- Experience working with individuals with a wide range of disabling conditions
- Minimum of two-year experience in providing vocational services to individuals with disabilities
- Experience in vocational assessment and vocation planning
- Knowledge and experience in budget and fiscal management
- Knowledge and experience in working with the business communities, employment programs, employment rehabilitation system and legislation relevant to the employment for individuals with disabilities
- Proven marketing skills and experience
- Excellent communication skills and team work skills

Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Valid driver's license and reliable car required.
- Appointment subject to satisfactory completion of a criminal records check

Application Information: To apply, please send your résumé with a cover letter referencing PT-CC by email to:

E-mail: careers@bc-cfa.org

BC Centre for Ability Association
2805 Kingsway
Vancouver BC V5R 5H9

Closing Date: March 17, 2019 - 5pm

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive

Date posted: March 6, 2019