



## Canadian Council on Rehabilitation and Work (CCRW)

### Job Posting

Position:	Youth the Future (YTF) Program Facilitator/Job Developer, Montreal
Location:	Montreal, QC
Hours of Work:	35 hours/week – 3-year contract
Start Date:	Monday February 20 <sup>th</sup> , 2017
Reporting:	Reports to the CCRW YTF Program Coordinator
Pay Level:	3 (Projects and Specialists 1)*

#### Scope and Purpose:

CCRW is paving the way to a fully inclusive nation, because we believe that disability should never stand in the way of ambition. Youth The Future (YTF) is a Program aimed at preparing youth with disabilities, ages 15-30, for work experience through classroom essential skills training and on-the-job work experience.

#### Accountabilities:

The YTF Program Facilitator/Job Developer works with YTF Program Coordinator to ensure the achievement of established site targets by the completion of the CCRW YTF contract. The Facilitator is responsible for creating and delivering interactive group-based workshops to youth with diverse disabilities, meeting the employment-related needs of clients referred and/or self-identifying for admission to YTF. The Program Facilitator/Job Developer works closely with Program Coordinator to establish and maintain successful YTF participant work experiences at businesses in the community. The position continuation is based on outcomes achieved and continued funding of the YTF program contract through the Government of Canada.

#### General Duties:

The incumbent will:

- Create, prepare, customize, implement, and facilitate interactive group-based workshops to youth with diverse disabilities, on workplace and employment-related essential skills, life skills, leadership development, etc.
- Support the skills of participants through the process of identifying, analyzing and prioritizing their needs, from individual action plans to implementing developed curriculum.
- Develop and establish and maintain supportive work experience interventions for YTF participants with employers; maintaining and encouraging job retention.
- Under direction of Program Coordinator, contribute to and participate in Program development and expansion, including consistent materials revision, marketing, outreach.
- Work closely with community partners determining job seeker selection, classroom accommodations, etc.

- Identify and take action on potential advocacy issues within the community as they relate to consumers accessing Programs and services.
- Discuss Program deliverables with the Program Coordinator and while working to meet the clients' program objectives and goals
- Communicates on a constant basis with the Program Coordinator and provides weekly reports to the Program Coordinator as needed.
- Weekly case conference meetings are conducted with the Program Coordinator respecting the status of each client and provide reports
- Performs other duties as may be required and as identified by the YTF Program Coordinator/National Manager.

**Essential Qualifications:**

- Experience in conducting workshops or presentations
- Demonstrated 2 years' sales/marketing, recruitment and/or job development experience plus a proven track record to achieve predetermined target for number of unsubsidized employed outcomes is mandatory
- Post-Secondary Degree, majoring in a human behavior field
- Experience with identifying disability barriers and assisting clients to achieve their employment goals.
- Bilingual in French/English
- Creative, organized, innovative and enthusiastic
- Ability to maintain ongoing relationships with employers and monitor clients at their job shadowing
- Smart Serve-certified preferred
- Proven leadership, communications and interpersonal skills
- Excellent working knowledge of MS Office Suite

**Important Notes:**

- This position is contingent upon successful funding from ESDC.
- The contract may be extended based on positive results and additional funding
- Only those selected for an interview will be contacted. No phone calls please.

**Please send your resume and covering letter in one document via email to:**

Cailen Elliott  
 YTF National Manager  
[celliot@ccrw.org](mailto:celliot@ccrw.org)

*CCRW is respectful of diversity – candidates from all backgrounds are welcome to apply.*

\* Pay levels are not yet Board approved, and are contingent upon market areas. More information will be provided to candidates during the interview process.