



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our values. We have identified six core values that form our approach to serving clients, customers and each other:

Person Centered, Inclusiveness, Empowering, Team, Excellence, Integrity

Position: Team Leader/Vocational Rehabilitation Consultant
Status: Full-time, Permanent
Location: 121 Dundas St. E, Suite 103, Belleville, ON K8N 1C3

Role Summary: The Team Leader/Vocational Rehabilitation Consultant (VRC)

The Team Leader provides support and leadership to the team ensuring that customer and organization requirements are met or exceeded. The Team Leader duties will include job development activity, working directly with employers to promote Agilec services, determine employer needs, and propose solutions through job matching and placement of candidates.

The Vocational Rehabilitation Consultant role provides employment counselling to people with disabilities; conducts vocational assessments and labour market analyses; develops and implements individualized action plans and, provides case management services.

Education: Completed undergraduate in relevant field from a recognized Canadian Institute, or its equivalent, **and;**

Required: RRP Certification or eligibility in one of the following: MCVP, CVP, CCRC, or CVE

Experience:

- Three years' leadership experience with demonstrated achievement of performance outcomes
- Three years' experience working collaboratively in Vocational Rehabilitation, both public and/or private sector, and
 - Job Development, Employer Outreach, and /or recruitment experience
 - Experience in marketing, sales, and promotions
 - Staffing Firm or Human Resources experience
 - Experience working with those identifying disabilities or other barriers to employment

Required Skills:

- Providing team members with onboarding/training, and continuous support to perform their roles successfully and reach individual performance targets
- Track, monitor, understand and analyze data from multiple sources to ensure continuous improvement
- Managing the operations, performance, and administration of the project and team (managing teams through change)
- Business development and/or proposal writing
- Able to work with diverse group of participants, establish rapport quickly and maintain

- effective working relationships
- Interviewing skills, adjusting communication style dependent on participant personality and learning style
 - Ability to assimilate financial, medical, psychological, vocational and social details.
 - Solution focused counselling skills
 - Able to discuss barriers and employment maintenance issues with clients
 - Conflict resolution skills
 - Ability to motivate and empower others through counselling and positive feedback
 - Intermediate user of Microsoft Office Suite (i.e., Word, Excel, Outlook)
 - Time management, problem-solving and decision-making skills
 - Ability to coach and facilitate change
 - French language is an asset but may be a requirement in programs designated as offering a bilingual service

Knowledge:

- Knowledge of disabling conditions and accommodations
- Understanding of rehabilitation, careers and occupations, various job requirements, job search skills, career planning and rehabilitation systems
- Understanding of psychology and human behaviour
- Understanding of rehabilitation tools
- Understanding of counselling, vocational rehabilitation and employment theories and practices
- Community and government resources available to clients
- Local and provincial labour markets
- Ethical decision-making

Hours and Duration: 40 hours/week

Hours of Operation: Monday to Friday 8:30 a.m. - 4:30 p.m.

Travel:

- Will be required to travel within or outside of regular working hours to meetings and community events, training, seminars, or to work in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

Hourly Rate: Team Leader pay scale applies

How to Apply: Please submit a cover letter and resume by e-mail to the attention of **Stephanie Wilson** at jobs@agilec.ca

Please place **TL/VRC – Your Last Name - Belleville** in the subject line of your email.

Closing Date: January 22, 2018

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted. www.agilec.ca