



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 Centred, Inclusiveness, Empowering, Team, Excellence, Integrity

Position: Team Leader/Employment Coach
Status: Full-time; Permanent
Address: 392 Main St, Mt Forest, ON., N0G 2L2

Role Summary:

This role of Team Leader/Employment Coach is responsible for providing support and leadership to a small self-directed team as well as conducting assessments; providing support and coaching; and, developing and implementing action plans for candidates that will best meet their needs and achieve a successful outcome in the most efficient manner.

Education:

- Completed post-secondary education in relevant field from a recognized Canadian Institute, or its equivalent
- Certification or eligibility in one of the following: CCVP(F), CVP, CCRC, RRP, or CVE

Experience:

- Three years' experience required in Human services or other related field
- Demonstrated leadership experience
- Successful experience leading in an outcomes-based environment
- Employment case management and assessment
- Working in an employment counselling environment
- Working collaboratively with community partners and training providers

Required Skills:

- Able to work with diverse group of participants and establish rapport quickly
- Excellent interpersonal skills
- Effective communication, comprehension, and active listening skills
- Interviewing skills, adjusting communication style dependent on participant personality and learning style
- Able to discuss barriers and employment maintenance issues with clients
- Conflict resolution skills
- Ability to motivate and empower others through coaching and positive feedback
- Intermediate user of Microsoft Office Suite (i.e., Word, Excel, Outlook)
- Problem-solving and decision-making skills
- Ability to coach and facilitate change
- Time management, problem-solving and decision-making skills
- Motivational Interviewing is an asset
- French language is an asset

Knowledge:

- Knowledge of disabling conditions and accommodations
- Current job search techniques and theories of career counselling
- Knowledge of motivational interviewing, coaching techniques and job placement
- Knowledge of careers and occupations, various job requirements, job search skills, career planning
- Knowledge of community and government resources available to clients
- Knowledge of local and provincial labour markets
- Ethical decision-making

Hours and Duration: 40 hours per week during hours of operation (Monday to Friday 8:30am until 4:30pm; Wednesdays until 7pm)

Travel:

- May 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: Commensurate with experience

How to Apply: Please submit a cover letter and resume by e-mail to the attention of Christine Bearinger, Project Coordinator at jobs@agilec.ca
Please include **TLEC – “Your Last Name” – MF** in the subject line of your email.

Closing Date: January 13, 2019

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.