



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:** Employment Coach  
**Status:** Full-time (37.5 Hours per week); Temporary (12-month contract)  
**Location:** Bracebridge  
**Address:** 195 Wellington St. Unit 11, Bracebridge, ON P1L 1C2

**Role Summary:**

Working in an outcomes based environment, with set performance targets, the Employment Coach conducts assessments; provides support and coaching; and, develops and implements collaborative action plans that will best meet the participants' identified needs and achieve a successful outcome in the most efficient manner.

The incumbent regularly supports the office by providing materials and sharing knowledge of Agilec services, community services, and labour market information to both candidates, employers, and the community.

**Education:**

Completed post-secondary education in a 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. an asset.

**Experience:**

- Two years related experience in Human Services Field or other related field
- Employment case management and assessment
- Work experience in a counselling or case management 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

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- 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 to facilitate change
- Time management, problem-solving and decision-making skills
- Motivational Interviewing 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 is an asset
- 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:** full-time; 37.5 hours per week (subject to change); temporary; 12-month contract

**Current Hours of Operation:** Monday to Friday 9:00 a.m. until 4:30 p.m.

**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:** Employment Coach pay scale applies

**How to Apply:**

Please submit a cover letter and resume by e-mail to the attention of **Julie Crate**, Team Leader at [jobs@agilec.ca](mailto:jobs@agilec.ca)

Please place **EC TEMP – “Your Last Name” – Bracebridge** in the subject line of your email.

**Closing Date:** *April 28, 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.