

JOB PROFILE

Position Title: Employment Consultant

Agency:

Location:

Date:

Incumbent:

Approved by:

Reviewed by:

OVERALL RESPONSIBILITY:

The Employment Consultant is responsible for facilitating competitive community-based employment opportunities for an assigned caseload of individuals with mental disabilities. The service focuses on carrying out career exploration efforts with the individual, investigating and locating potential employment opportunities, providing employment training and supports to facilitate the placement of the individual and proactively maintaining follow up support for the individual, as required, and communications with the employer to facilitate retention.

SPECIFIC RESPONSIBILITIES:

1. **Intake:** Conduct initial interview with the individual, assess suitability and provide information to the individual.
2. **Person Centered Assessment and Planning:** Works closely with the individual to gain an understanding of needs, skills and interests; carries out person centered assessment and planning as it relates to evaluating potential employment opportunities.
3. **Career Exploration:** Conduct career exploration with the individual through the use of various tools, and assists the individual with identifying interests and career goals. Introduces the individual to possible career options, including but not limited to unpaid work experience, as well as self-employment opportunities.
4. **Job Development:** Works closely with the individual to assist with the preparation of resumes, the specific identification of job opportunities and providing general support through the stages of conducting a job search.
5. **Employer Relations:** Develops positive relationships with potential employers within the community, providing information regarding supported employment, promoting the potential benefits of and works to identify specific employment opportunities that may be considered for individuals.
6. **Develop Placements:** Work closely with an employer to determine the degree of match to the individual's skill sets and career goals, works to develop and tailor a potential job opportunity to suit both the employer and individual's need, negotiates the terms and conditions of employment on behalf of, or with, the individual.
7. **Arrange Employment Supports:** Ensures that the appropriate supports are in place for the individual in preparation for employment. This may include identifying and arranging for transportation, assessing training requirements associated with a particular job opportunity,
8. **Ensure Successful Placements:** Provide specific support to the individual to ensure the appropriate level of orientation to a job; introduces the individual to the job, specific tasks and workplace expectations; implement a training plan to support the individual through the initial stages of the job; teach self-management skills to encourage independence at the work site; and address work place issues, as required.
9. **Co-Worker Orientation:** Works with the employer to provide sensitivity training to the individual's co-workers; works to establish a processes that will allow for ongoing feedback regarding the individual's work performance; and consults with the employer to develop natural work place supports for the individual; and develops a plan to implement gradual fading of agency support.
10. **Placement Follow-up:** Provides ongoing follow up and contact with the individual and employer and others in order to facilitate job retention, providing advocacy and other support services, such as counselling, and arranging for other employment supports, as necessary.
11. **Communications:** Provides regular communication and progress reports to the agency with whom the individual is associated, as well as others who may be actively involved with supporting the individual, including Community Service Workers, Vocational Rehabilitation Workers, and family members.
12. **Promote Independence:** On an ongoing basis, actively promotes the concepts of self-reliance, self-sufficiency and autonomy in individuals and facilitates informed and independent personal choice and decision-making on the part of the individual.
13. **Public Relations:** Develops and maintains positive public relations within the community and actively promotes the concept of inclusion, full community participation and supported employment to effectively facilitate employment opportunities for individuals.

REPORTING RELATIONSHIPS:

Reports to: Frontline Supervisor

Direct Reports:

DIMENSIONS OF AGENCY:

Agency's Operating Budget:

Agency Employees:

CORE COMPETENCIES:

- Building Relationships Level 3
- Developing Others Level 3
- Integrity Level 3
- Listening, Understanding, Responding Level 4
- Advocacy Level 3
- Quality of Service Level 4

JOB SPECIFIC COMPETENCIES:

- Professional Excellence Level 4
- Information Gathering & Analysis Level 3
- Opportunity Seeking Level 3
- Self Control Level 3