



# Career Opportunity

**Job Title:** Seasonal Job Coordinator / Job Coach, Summer Student Position  
**Organization:** Society for the Involvement of Good Neighbours (SIGN) See [www.signyorkton.ca](http://www.signyorkton.ca)  
Yorkton SK Canada  
**Program:** Vocational Employment Program  
**Hours:** 35 hours per week, 12 weeks  
**Location:** Yorkton, SK  
**Start Date:** May, 2023  
**Wage:** \$16.00 per hour

*The SIGN Vocational Employment Program coordinates and facilitates vocational placements in the community for individuals with long term mental illness by assisting them to develop vocational skills and independence. The successful applicant will work with the team in hands on support and training of the trainees.*

**The successful Seasonal Job Coordinator / Job Coach must have the ability to:**

- Analyze tasks and break them into manageable segments;
- Work with trainees and employers to facilitate the completion of tasks to the satisfaction of the employers;
- Schedule and manage job contracts;
- Monitor, evaluate and report progress and establish strong working relationships with the trainees and employers;
- Complete the employment contract duration of 12 weeks at 35 hours per week, Monday to Friday.

**Qualifications and experience:**

The successful applicant must be eligible as per the Canada Summer Jobs grant guidelines and must:

- Be between 15-30 years of age at the start of employment with preference to post-secondary students
- Be a Canadian citizen;
- Valid Saskatchewan Driver's License;
- A current and clean RCMP criminal record.

**Send resumes with covering letter and at least three references to:**

Rhonda Dycer, Vocational Employment & Independent Living Program Manager  
345 Broadway St. West  
Yorkton SK S3N 0N8  
Fax: 306-783-9426  
Email: [r.dycer@signyorkton.ca](mailto:r.dycer@signyorkton.ca)

**Applications close at 5 pm on May 12, 2023**

**Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.**