

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Employment Program Coordinator	Competition #:	
Ministry Unit:	Bethany Hope Centre	Position Type:	Contract, full-time until Nov 2020
Salary Range:	\$18.50-\$27.75	Date posted:	Dec 10, 2019
City:	Ottawa	Posting Expires:	Dec 20, 2019
Applications Accepted By:			
E-mail: sandra_randall@can.salvationarmy.org Attention: Sandra Randall Please no phone calls.		Mail:	
Position Description			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p> <hr/> <p>POSITION PURPOSE SUMMARY:</p> <p>The role of the Employment Program Coordinator will provide adaptive and responsive employment support services to young parents attending the Bethany Hope Centre in a compassionate and supportive manner while working with each participant's changing employment needs.</p> <p>The Employment Coordinator will help to develop support services such as helping participants to gain employment, coach participants in developing work habits, behaviours and attitudes suitable for the workplace. The EC will also provide continuous research and outreach to employers, adult education programs (will work closely with our Learning Coach) and relevant community organizations.</p> <p>ACCOUNTABILITIES:</p> <ol style="list-style-type: none"> 1. Employment Programming <ul style="list-style-type: none"> • Develop and implement individual and group employment programming, using supports from the PD, on site staff, partner agencies (i.e., iSisters, YSB), and other community and business resources • Develop the participant recruitment strategy and implement along with other members of team 			

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Employment Opportunity

The Salvation Army Ontario Central East Division

- Manage participant interviews, assessments and other program needs as required
- Administer all online aspects of the program, including social media, in consultation with PD, ED, and Resource Development Coordinator
- Attend and participate in staff meetings, case management meetings, case conferences and other meetings as requested by PD and or ED
- Report on achievements and milestones to show sustainable employment program development with increased participation engagement over one year contract timeframe
- Meet regularly with Program Director, and Executive Director as required
- Ensure work is completed in a safe manner, in accordance with WSIB and TSA guidelines / requirements
- Uphold the values and mission of the Salvation Army and Bethany Hope Centre
- Complete other related duties as assigned

2. Relationship Management

- Establish, build, and maintain relationships with partner agencies, consultants, business professionals, and entrepreneurs
- Recruit, select and ensure orientation of HV mentors, and oversee mentor relationships with HV participants
- Communicate with Supervisor (Program Director) within set program budget to request expenditures within set program budget

3. Data Management & Reporting

- Contribute solid data for quarterly reports, document yearly assessment of program with help from program director Contribute to next phase of sustainable HV employment programming, including visioning, grant application s, partner relationships, etc.
- Document data (i.e., attendances, surveys, other stats, etc.) using nFocus:
- Document significant client encounters on nFocus case management
- Ensure client and program record keeping are accurate and timely
- Utilize program assessment tools using nFocus to ensure accurate measures of outcomes

CRITICAL RELATIONSHIP MANAGEMENT

Governance Boards and Councils: None

Internal:

- Reports directly to the Program Director
- Education Department and the Young Parent Support team

External:

- Youth Services Bureau
- Partner Agencies and other community resources
- Program Applicants and Participants

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Employment Opportunity

The Salvation Army Ontario Central East Division

MANAGERIAL/TECHNICAL LEADERSHIP RESPONSIBILITY:

- Reports directly to the Program Director
- Accountable to occasionally coordinate work/activity of small independent groups without direct authority over them
- Provide project coordination
- Provide supervision/quality adherence to quality standards for volunteers/temp staff for special events/activities/campaigns

FINANCIAL AND MATERIALS MANAGEMENT:

- Work with program director to strategize expenditures within set budget
- Submit all program material requests to Program Director
- Responsible for all storage, care and use of materials used in program

WORKING CONDITIONS:

- May work with disagreeable people one to two times a week
- May travel locally one to two times a week
- May choose to work outside regular business hours once a month

The above responsibilities must be discharged in accordance with The Salvation Army's Mission Statement, in a professional manner, exemplifying Christian standards of conduct

QUALIFICATIONS:

EDUCATION AND EXPERIENCE QUALIFICATIONS:

Education, Qualifications and Certifications:

- Certificate, diploma or degree in the social work field plus relevant experience in employment program support and facilitation
- Clear understanding of the issues facing young parents and their children

Experience and Skilled Knowledge Requirements

- 2 years but less than 3 years of relevant experience
- Proven experience/understanding in retail/marketing/life skills development
- Proven experience as a partnership builder and a good knowledge of community resources
- Experience supervising students and volunteers

Skills and Capabilities:

- Flexibility to deal with changing program needs – ability to problem solve
- Good computer skills
- Warm, inviting personality, able to build therapeutic relationships
- Good oral and written communication skills

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Employment Opportunity

The Salvation Army Ontario Central East Division

- Ability to organize and prioritize with sound judgement
- Not afraid to seek help from supervisor and others – desire to learn
- Ability to lead through facilitation rather than a directive approach
- Grant writing experience is a plus
- Willingness to work within the Christian mandate of the Salvation Army
- Demonstrated ability to lead and inspire others
- Ability to work independently with minimum of supervision, while also contributing to a collaborative, team-oriented culture
- Demonstrated problem-solving skills
- Proven ability to exercise a high level of confidentiality
- Excellent interpersonal and “customer service” skills
- Effective oral and written communication skills
- Well-developed organizational skills and ability to prioritize tasks
- Proficiency in the use of Microsoft Office applications
- Demonstrate a professional demeanor and ability to excel in a collaborative team culture
- Successful Criminal Record Check with Vulnerable Sector Screening
- CPR/First Aid Certification an asset

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening
- A clean drivers abstract
- Participate in our online Armatus Abuse Training and Health and Safety training required upon hiring, as well as updated annually

HOURS: 35 hours a week, TBD

Please also include a cover letter with your resume outlining your suitability for this position.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.