Conway Workshop Association

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Position: Home Services Coach
Term: Part-time (16 hours per week) to March 31, 2027 (Renewable)
Funding for this position is reviewed on an annual basis by the Department of Opportunities and Social Development.
Bargaining Unit: NSUPE 16 (Vocational Instructor)

Conway Workshop Association exists to empower individuals with diverse abilities to live full, meaningful, and self-directed lives. The Vocational Instructor supports this mission by acting as a resource and supportive co-worker for participants in our Home Services Program.

Major Responsibilities Include

- Transport participants safely to and from job sites and provide on-site supervision and support throughout their workday.
- Coach and assist participants with completing assigned tasks, including light yardwork, gardening, errands, household chores, laundry, and housekeeping.
- Provide hands-on instruction, encouragement, and ongoing coaching to develop vocational skills, confidence, independence, and work habits.
- Support participants in meeting job expectations, maintaining quality standards, and providing reliable, respectful service to senior clients.
- Promote a safe, inclusive, and positive work environment while respecting each participant's individual abilities, needs, and dignity.
- Communicate with program staff, participants, and clients regarding work progress, support needs, and any concerns or incidents.

Requirements

- Education or experience supporting individuals with disabilities.
- Nova Scotia driver's license.
- Excellent communication and interpersonal skills.
- Empathy and the ability to build rapport.
- Problem-solving and adaptability.
- Knowledgeable in human services core competencies.
- Must hold or be willing to obtain 2 million liability insurance for the use of a personal vehicle. (Mileage reimbursed for use of personal vehicle).

Please send applications by email to executivedirector@conwayworkshop.com