Conway Workshop Association

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Position: Job Coach
Term: Part-time Permanent (16-24 hours per week)
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 Job Coach supports this mission by assisting clients who are interested to achieve and maintain real employment.

Major Responsibilities Include

- Assessment and goal setting: Evaluating client skills, abilities, interests, and barriers to employment.
- Job search and preparation: Researching job leads, conducting mock interviews, providing resume assistance, and building networking opportunities.
- Training and skills development: Training on specific job tasks, breaking down complex duties, and developing tools. Offers coaching on soft skills.
- Workplace advocacy: Helping clients understand employer expectations, social aspects, and navigating workplace culture. Negotiates modifications to work tasks or environment to meet the employee's needs and acts as a point of contact for employers to discuss performance, resolve conflicts, and address concerns.
- Performance Monitoring: Providing regular feedback, conducting evaluations, and tracking progress towards career goals.
- Ongoing Mentorship: Providing long-term support to ensure retention in the role, including follow-up meetings.

Requirements

- Education or experience supporting individuals with disabilities.
- Class 4 Nova Scotia driver's license. (Must hold or be willing to obtain).
- Excellent communication and interpersonal skills.
- Empathy and the ability to build rapport.
- Problem-solving and adaptability.
- Knowledgeable in human services core competencies.

Please send applications by email to executivedirector@conwayworkshop.com