

JOB DESCRIPTION

Position:	Employment Specialist	Hours:	Averaging 35 hrs/week
Classification:	Externally Funded	Date:	April 2019
Dept:	Student Services (Jennifer Keeping Centre)		
Reporting To:	Student Development Officer – Disability Support	Group:	Non Union

SUMMARY:

The Jennifer Keeping Centre (JKC) provides a range of services to support students with disabilities in making a smooth and successful transition to university. Incumbents employed with the Jennifer Keeping Centre will work cooperatively with Career Services in providing support to students.

Reporting to the Student Development Officer – Disability Support, the Employment Specialist develops positive experiences between employers and students with disabilities in order to improve employment outcomes. This position provides support to students with disabilities in securing employment including co-op placements, internships, practicum placements, summer jobs and part-time employment. .

SPECIFIC RESPONSIBILITIES:

- Facilitating in the securing of employment for students with disabilities for paid internships/co-ops, summer and part-time employment or other programs.
- Assisting with program promotion, including public speaking and designing written materials, to ensure program growth with both eligible students and employers.
- Customizing student/employer matches by instituting competency modelling.
- Writing reports for funding organizations.
- Supporting faculty with student placements and developing mentoring supports.
- Supporting businesses and community agencies who provide experiential and work-integrated learning experiences for students.
- Supporting employers and students in accommodating the disabilities of the student placement including conducting site visits.
- Designing and implementing student work-readiness programs including resume writing, interview preparation workshops and job search techniques.
- Organizing and conducting group orientation and networking events for all partners - students, businesses, community, faculty and staff.
- Compiling and sharing student experiences such as key learnings, student and employer recommendations and or endorsements.
- Maintaining a current database of employers, student placements and experiential assignments.
- Writing reports and providing input on areas of risk, opportunity and growth for employment for students with disabilities

- Supporting ongoing development of the Employment Program for Students with Disabilities
- Other related duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree in related field (i.e. Business, Education, Community Development).
- Master’s degree is considered an asset, or an equivalent combination of education and experience.
- Experience in career development, student placement, employer relations and/or other experiential/work-integrated learning.
- Experience with working with people with disabilities, preferably in an educational or career services setting.
- Experience or education in disability accommodations and assistive technology in employment preferred.
- Excellent interpersonal and communication skills.
- Excellent time-management and problem-solving skills, and attention to detail.
- Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner.
- The ability to work well with others, both internally and externally, from a wide variety of backgrounds.
- Skill in using Microsoft Office.
- Ability to learn new software programs quickly and effectively.
- Valid driver’s license or access to transportation for site visits.

Employment Specialist

Date

Human Resources Department

Date