

## POSITION DESCRIPTION

Position Title: Job Coach

Division: Enterprise Development

Classification: Assistant Guidance Councillor (AGC) Supervisor's Title: Chairperson

Staff Year No.:

### POSITION SUMMARY

Job coach/Counsellor helps clients of all ages adapt to classroom education and program expectations, balance work and other life roles, navigate career transitions and stages, enhance career satisfaction and assist graduates with finding employment opportunities, write resumes, develop portfolios and prepare for interview.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

- Help people develop a better appreciation of their unique characteristics and how those characteristics relate to career choices.
- Help students identify their interests, values, beliefs, lifestyle preferences, aptitudes and abilities, and relate them to the world of work.
- Help students identify educational requirements and develop training plans
- Facilitate career management and career decision-making workshops if required
- Work with students who have disabilities, language and cultural differences, or other special needs that affect their employment prospects
- Help students deal with barriers to achieving their career plans
- Provide current labour market information to help students make realistic occupational or employment decisions
- Market students to potential employers and help students find job or work experience placements or plan for additional education.
- Assist students with implementing effective employment search strategies, writing resumes and development career portfolios and interview skills
- Participate in the planning of employment-related programs if required
- Refer clients to appropriate services to address their particular needs

#### Secondary:

- Work cooperatively with instructional staff, community groups and agencies, businesses and other organizations involved in providing career planning resources
- Use computers to write reports and proposals, and research information on the Internet
- Perform related administrative tasks such as keeping records.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised      0

Staff Positions Indirectly Supervised      0

Other Key Relationships:  
Instructional staff

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

A post-secondary diploma in a related discipline such as education or social work is preferred.

Job coach professionals should enjoy consulting with students, compiling information and working with clients to develop innovative solutions to problems. They also need the following characteristics:

- Knowledge of both employability and essential skills for Police Studies
- A genuine interest in and respect for people from all walks of life
- Patience, understanding and the ability to listen non-judgementally
- Excellent oral and written communication skills and presentation skills
- Objectivity and tact
- The ability to motivate and inspire students
- The ability to facilitate communication in groups of eight to 20 people
- Good organizational and planning skills
- The ability to work effectively with other professionals and community agencies.

**OTHER COMMENTS**

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date