Competition #:	02-25 1331
Bargaining Unit:	Manitoba Government and General Employees' Union
Department/Location:	Rural Remote Supported Employment (GCOS – Opportunities Fund)/PRO
Reports To:	Program Manager, Employment Services
Classification:	Group 6
Category:	Full-time, 16-Month Term

We are

Manitoba Possible. We believe an inclusive and accessible society is possible. That is why we work together to eliminate barriers to full and equal participation. Manitoba Possible provides programs and services throughout the province. The way we do that is by working collaboratively, diversifying in every way possible, and innovating at every level.

You are

An **Employment Development Specialist**. You are providing employment services and 12 weeks of work experience to assist persons with disabilities prepare for and obtain gainful employment to eligible program participants. This may include, but is not limited to pre-employment/employment counselling, labour market information, job search techniques, resume development, interview skills coaching, indirect/direct marketing, job development/re-design/carving, job placement, as well as on-site and/or off-site support to participants and employers, as required. This position is responsible for office and financial administration for the Rural Remote Enhanced Employment Services project funded by GCOS Opportunities Fund.

This is a 16-month project term with a possibility of permanent employment working in Dauphin and surrounding areas.

Your Role
- Assist participants to prepare for and obtain employment that is within their potential.
- To represent participants or provide assistance to participants in representing themselves to employers to secure employment that is within the individual's capabilities. This may include pre-employment/employment counselling, resume submission, cold calling, direct marketing, meeting with employers, highlighting benefits of hiring people with disabilities, job development/re-design setting up a work assessment and/or Training on the Job work experience or other wage subsidy programs. This may also consist of, but is not limited to, educating employers/participants on work site modification, accommodation, job re-design, technical aids, and resources available to assist with the employment transition.
- Ensure the provision of support services to participants and employers, including both on-site/off-site follow-up. This may also consist of, but is not limited to, onsite support during the orientation and training, raise awareness of work site modifications, job accommodations and job redesign, education and training for staff, disability related supports, etc.
- Actively network within community, helping to identify problems/issues which create barriers for participants entering the labour market and in developing solutions.
- Provide office and financial administration support required to meet the administrative contracted requirements of the project and the agency. Participate in financial reporting of participant expenditures and employment assistance funding, activities, and preparation of claim forms and monthly reporting to Manitoba Possible and funding body (GCOS) and to Program Manager. Submit monthly reports of stats and progress to Program Manager.

- Complies with privacy and confidentiality as outlined in agency, provincial and federal policies and/or guidelines storage of participant information.
- Maintain up to date files on each participant through the means of the agency's client's database.
- Consult with the Northern Vocational Rehabilitation Counsellors & various community agencies on new and/or potential referrals to Northern Employment Services and actively solicit referrals.
- Responsible for statistical and funding requirements and ensure that both are completed in a timely manner.
- Maintains up-to-date labour market information which includes a list of employer contacts within each community/city/region served.
- Attend and participate in regularly scheduled program meetings.
- Participate on the various community-based Employment Services Committees to address issues related to employment services and accommodations/needs of persons with disabilities.
- Participate in regular supervision/consultation with the Program Manager to discuss new referrals and provide updates on participants open to the program.
- Other duties as assigned that fall within the scope of the position.

What You Know
- Undergraduate degree in a related discipline with 2-3 years of work experience in the area of direct delivery of employments services
- Experience in the area of job development
- Knowledge of disabilities and associated functional limitations.
- Awareness of job accommodations
- Understanding of current legislation, i.e Labour Standards Act, Accessibility for Manitobans Act (AMA), The Human Rights Code, Canada Accessibility Act, Affirmative Action, and Employment Equity
- Extensive knowledge of employment market conditions including labour market trends and implications for employment opportunities.
- Experience in resume development and e-profiling is required
- Knowledge of job search techniques and strategies is needed
- Excellent interpersonal and communication skills
- Ability to work independently or as part of a group
- Experience in interviewing and employment counselling
- Proficient in Microsoft Office
- Valid driver's license and access to a vehicle is required
- Knowledge of ASL is an asset

How to Apply
- Apply at https://www.manitobapossible.ca/careers
- Closing date is Tuesday, January 28, 2025.
- We encourage candidates with disabilities and lived experience to apply as well as candidates from diverse backgrounds.
- Accommodations will be provided upon request throughout the selection process.
- This document is available in other formats upon request. Contact Human Resources at 204-975-3023 or humanresources@manitobapossible.ca if you have a request.
- This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment.
- We appreciate all who apply, however only applicants selected for an interview will be contacted.