



## JOB DESCRIPTION

### PRE- EMPLOYMENT SPECIALIST

The Pre-Employment Specialist will be responsible for providing short-term pre-employment services to assist clients with mental health and/or addiction challenges, focusing on employment readiness and emphasizing each individual's personal recovery goals and thereby enhancing the client's quality of life and functioning ability to live successfully in their community of choice.

**Reports to:** Manager

### **MAJOR RESPONSIBILITIES**

#### **Client Management Service**

- Work in cooperation with the Employment Specialists (Employment Connections Program and Youth Employment Program) and/or Employment Peer Mentors to contribute to the client's individualized employment plan focusing on each person's strengths, identified needs, hopes, desires and personal recovery goals with a clear emphasis on successfully achieving their employment goals
- Provide services within the community or office, providing support in the least intrusive manner
- Consult, advocate, liaise with community resources and/or other supports (when appropriate) while providing an appropriate level of support to enable each client to successfully achieve their short-term and long-term goals
- Complete career/vocational assessments
- Develop and facilitate pre-employment workshops
- Provide intensive individualized support for job readiness
- Deliver skill-specific standardized training such as: Smart Serve, Health & Safety, and WHIMIS etc.
- Coordination and facilitation of volunteer/unpaid work trials and job shadowing
- Facilitate and support client readiness for employment and job search skills

#### **Client Vocational Service**

- Conduct mock interviews with each client
- Provide guidance, support, training and education related to the client's employment goal
- Collaborate with agencies as required
- Maintain record keeping and client files in an electronic database, statistical and outcome measurement tools
- Refer clients to appropriate crisis management resources as required
- Collaborate and provide input with regards to discharge planning with the Employment Specialist
- Ensure client confidentiality
- Facilitate training and education opportunities – refer client to appropriate services for necessary assistance

## **Promoting Stride Service**

- Marketing program workshops Involvement in public education, community relations and program promotion on an ongoing basis and network with community agencies and service providers
- Design and deliver workshops and trainings as needed, to promote community awareness of mental health, employment strategies and Stride services
- Generate community awareness and conduct presentations to promote agency programs and services

## **Administrative**

- Keep up-to-date on employment trends, employment-related advancement and empowerment issues for clients
- Contribute to Stride social media content as needed
- Participate in staff training and personal skill development opportunities related to aspects of program development and program service delivery
- Active participation in the Employment Supports Team
- Recommend the design and/or improvement of control systems and program procedures
- Comply with all responsibilities in the occupational Health and Safety Act, all Stride policies and procedures and agree to treat health and safety with a high priority while employed at Stride
- Use Client Record Management System (CRMS) to enter necessary data and maintain up-to-date files for clients assigned to caseload
- Promote and demonstrate the values of the agency within the workplace and in the community
- Daily maintenance of premises, equipment and tools
- Record-keeping of supplies, petty cash, inventory, and attendance
- Supervise and assist students and volunteers as required

## **KNOWLEDGE AND RESPONSIBILITIES – KEY COMPETENCIES**

- Ability to effectively work with individuals with mental health and/or addiction challenges to conduct appropriate assessments and interventions related to each person's changing identified needs and/or vocational needs.
- Working experience and knowledge of Halton region clinical and community-based agencies serving the needs of individuals living with mental health and/or addictions challenges.
- Advanced skill level of presentation design
- Knowledge of a variety of regulations and acts as they pertain to employment (i.e. Employment Standards Act, Occupational Health & Safety Act, Human Rights Code, WSIB etc.)
- Working knowledge of Case Management, Psycho Social Rehabilitation and Recovery Focused Service Delivery
- Ability to conceptualize and implement individualized training strategies and techniques for clients
- Excellent interpersonal skills and competency as an effective team player
- Demonstrate communication, organizational, time management and instructional skill and an ability to adapt to various work environments
- Excellent written, verbal communication and computer skills (Microsoft Office)
- Excellent interpersonal skills and competency as an effective team player

## **QUALIFICATIONS**

- Bachelor's Degree or community college diploma in a mental health and/or addictions discipline or social work
- Minimum two years of experience in the community working with individuals with mental health and/or addiction challenges
- Knowledge of community resources available in the region of Halton
- Minimum two years of program facilitation experience

## **REQUIREMENTS**

- Ability to travel throughout the region, must have valid driver's licence, relevant insurance, and use of own reliable vehicle
- Must have, or be willing to complete, a current Vulnerable Sector Criminal Record Check
- Proven ability to operate independently while demonstrating a high level of integrity and professionalism
- Strong organizational and time management skills; able to meet deadlines in a fast-paced environment
- Excellent interpersonal, communication, and teamwork skills
- Availability to work flexible hours including evenings and/or weekends as required to meet the client and program needs
- Have or be willing to obtain:
  - a) First Aid and CPR training (within three months)
  - b) Applied Suicide Intervention Skills Training (ASIST)
  - c) Mental Health First Aid
  - d) Concurrent Disorders training
  - e) Non-Violent Crisis Intervention
  - f) Ontario Common Assessment of Need (OCAN)

### **NOTE:**

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities required by the incumbent. Due to the changing nature of the work and the work to be done the incumbent may be asked to perform other duties as required and the job specifications may be changed or altered as required.