



EMPLOYMENT FACILITATOR

Employment Type: Full Time – Youth or Student Position (35 hrs/week)

Location: Milton & Oakville

Start Date: As soon as possible, contract to run 8 weeks

The Organization:

Stride is a non-profit charitable organization. Stride's primary purpose is to serve the employment needs of individuals facing mental health and/or addiction challenges located in Halton and Peel Regions. A comprehensive range of employment support options, which are responsive to individual needs is provided.

- Stride offers flexibility in work hours with a focus on work-life balance
- Stride is committed to Health & Safety, Psychological Health & Safety, and Equity, Diversity and Inclusion

The Position:

The 'Employment Facilitator' will have the opportunity to gain experience in both the 'Employment Connections' program for people who are ready for employment or already working, and the 'Pre-Employment' program for people who need assistance preparing for their return to work. The Employment Facilitator will work with the support of Employment Specialists and Pre-Employment Specialists, collaborating as a member of the Stride team.

EMPLOYMENT CONNECTIONS Program

- Collaborate with Stride staff to support clients in performing various job search activities, such as resume development, job search training, and interview preparation.
- Assist clients who are in job trials by providing job coaching and transit training.
- Receive support with digital technology in order to provide basic computer training to clients enabling them to prepare & update documents, use e-mail, and access internet.
- Adapting to each individual's needs, provide assistance to clients in achievement of their employment goals.
- Input data utilizing computer system and produce reports as required
- Work with clients to complete assessments, access materials, and utilize the Stride Employment Resource Centre. Problem solve client digital difficulties and provide creative solutions in accessing materials and resources for their job search.
- Gain increased knowledge of the Employment Ontario and Ontario Works Employment Supports Program

PRE-EMPLOYMENT Program

- Support clients to build interview skills by providing mock interviews
- Communicate with clients to provide guidance, support, training and education related to the client's employment goal
- Maintain record keeping and client files, statistical and outcome measurement tools
- Refer clients to crisis management resources as required

- Collaborate and provide input with regards to discharge planning with the Employment Specialist
- Facilitate training and education opportunities – refer client to appropriate services for necessary assistance

Additional Position Requirements:

- Complete necessary documentation according to agency guidelines
- Assist in completing office administration tasks as assigned
- Participate in assigned seminars, training and education sessions
- 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.
- Reliable internet is required – this is a hybrid position with between office and home
- Ability to travel throughout the region, must have valid driver's license, relevant insurance, and use of own reliable vehicle is an asset.
- Demonstrated ability to work within a team environment and independently
- Establish supportive and respectful relationships with clients and ensure confidentiality
- Satisfactory employment and attendance record required
- Knowledge of community mental health resources available in the region of Halton

ADDITIONAL INFORMATION

Any qualified applicant must be between 15 to 30 years of age at the start of employment. Applicants must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred, must have a valid Social Insurance Number and be legally entitled to work in Canada. Preference will be given to recent graduates, college or university students and those underemployed.

Stride welcomes and encourages applications from people with disabilities. Stride will provide support in its recruitment processes, including accommodation that takes into account an applicant's accessibility needs. If you are applying for this position and require accommodation, we will work with you to meet your needs.

To apply, email your cover letter and resume to: info@stride.on.ca

This student summer job is made possible with the support of Canada Summer Jobs, a component of the Youth Employment Strategy. Further information about the Canada summer Jobs Application criteria can be found by [Clicking Here](#).