

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Supported Employment Specialist Full-Time

JOB SUMMARY

The Supported Employment Specialist assists individuals living with mental health diagnoses, learning disabilities, intellectual challenges or autism spectrum disorder to obtain and maintain employment.

RESPONSIBILITIES

- Interview clients to obtain case history and background information
- Make referrals to appropriate internal and external resources
- Identify barriers to employment and assist clients in developing realistic action plans
- Provide coaching and assistance with job readiness skills, job search strategies, CV writing
- Job interview preparation and accompaniment as needed
- Advocate and refer to appropriate job leads
- Provide on-the-job training & integration, coaching and on-going support to both clients and employers
- Write and maintain updated client files, reports, records according to Ometz and Services Québec guidelines
- Prepare government wage subsidy applications
- Outreach to community institutions and businesses to market Supported Employment Services
- Participate in job development activities via cold calls, marketing visits, attendance at recruiting events and job fairs
- Meet the government required objectives for intake and placement
- Keep abreast of disability and employment-related issues, information, and best practices
- Consult and work closely with other departments on mutual client concerns
- Participate in Ometz staff, team, and departmental meetings

REQUIREMENTS

- DEP in Special Care Counselling or Bachelor's degree in relevant discipline
- Minimum 2 years experience with neurodiverse individuals
- Experience in employment field an asset
- Fluently bilingual in French and English; written & spoken. We require English communication skills due to the majority of our clientele being from the English-speaking community
- Ability to advocate for clients to employers
- Ability to work autonomously
- Ability to work in a dynamic and collaborative team
- Access to a car preferred

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.