

## 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. The specialist will work primarily with young adults between the ages of 18 and 35 years old.

### 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 (young adults an asset).
- 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 with own clients
- 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](mailto:HR@ometz.ca)

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