



Location: NEW MINAS, NOVA SCOTIA

Position: Supported Employment Specialist

Status: Full-time position

Do you have a background that covers human services, job development, and client services?

Are you energetic and always up to meeting new challenges, no matter what the day?

Do you always go that extra mile when getting the job done?

The Flower Cart provides vocational service to adults considered intellectually disabled who reside in Kings County, NS. Over the last 40 years, The Flower Cart has served hundreds of adults with a wide range of service options including, but not limited to prevocational, vocational, outreach and community employment programs. The Flower Cart sponsors Partners in Employment Outreach and is currently seeking a Supported Employment Specialist. This is a full-time position which reports directly to the Executive Director. We are looking for a person who is detail-oriented, always looking to add value, client focused, and is energetic and driven regardless of the obstacles!

The Supported Employment Specialist will be an ambassador for, and facilitator of, supported employment. Responsibilities will include:

- Job development
 - cold calls to potential employers explaining the benefits of employment support services
 - keeping current on relevant employment related information
 - assist clients with such matters as job readiness skills, job search strategies, writing resumes, and preparing for job interviews
- Placement and follow along
 - Support each individual on the job until a competency level is achieved
- Client support
 - Work closely with clients and their key support people to address barriers and manage personal and work related issues
- Record keeping
 - Maintain accurate client, employer, and community agency information in the Access database and/or the client's paper files

The challenge of this position is keeping the dual customer approach of addressing the needs of both employers and workers/job seekers. The PIE team maintains ongoing relationships and effective communication with the employer and community while serving a variety of clients who require supported employment.

The successful candidate will have:

- Post-secondary degree/diploma in human services or related discipline.
- Career Practitioner certificate is considered an asset.
- Basic knowledge of principles and practices of human services, training and development, and coaching
- Highly proficient in MS Office software. Certificate in MS Office would be an asset but is not required.

- Working knowledge of labour standards, occupational health and safety, disability support, and human rights
- 2 years in human services role
- Previous experience in job coaching or supported employment an asset
- Superior customer service, communication, and active listening skills.
- Must drive own vehicle and transport clients
- Able to lift 20lbs unassisted
- Must have competent hearing and speech capabilities for daily interactions
- Strong organizational skills and be able to effectively multi-task.
- Must be detail-oriented, a logical thinker, analytical, and able to problem solve.
- Must be energetic, want to add value, and be driven regardless of the obstacles!
- Experience in business an asset.
- A valid NS Driver's License
- A clean criminal background check.

This position must be available Monday thru Friday, generally for day shifts only. Overtime is not regularly required but may be based on operational need and when required is a condition of employment. Some local travel is a job requirement. The successful candidate must have a valid NS Driver's License, be insurable, and provide a clean criminal background check.

This position pays a competitive hourly rate. If you are interested in this opportunity, please forward your resume and cover letter to Carrie Hemmings at HR@flowercart.ca no later than **Friday, May 11th, 2018**.

We thank all interested candidates; however, only those selected for an interview will be contacted.

The Flower Cart is an equal opportunity employer.