



Date: March 16, 2023

Job Posting #: 02-2023\_NCOH

**EXTERNAL JOB POSTING**  
**NELSON CARES SOCIETY - NELSON COMMITTEE ON HOMELESSNESS PROGRAM**  
**Position: PEERS Employment Coordinator**

***(Temporary Full-Time Position ~ End Date March 31, 2024)***

Location: 521 Vernon St. Nelson BC - Coordinated Access Hub

The PEERS Employment Coordinator works within the Reaching Home Program. The activities of the Reaching Home program are to be carried out in a person-centred manner consistent with current social inclusion and employment values and terms of the funder(s). PEERS Employment supports pay for informal jobs such as community work, engaging with peers, tasks to support community organizations, or other meaningful employment.

**Job Summary:** The PEERS Employment Coordinator works directly with people at risk of/or currently experiencing homelessness. This position is responsible for completing program intake for eligible participants; individual discovery processes; secures paid work experience opportunities for job seekers. Responsible for assisting individuals with their goals and needs for community access, health, education, and life skills. Develops and fosters relationships with community organizations and businesses and provides on-the-job coaching. Works collaboratively with the PEERS team partners to wrap around services through referrals and accompaniments as required.

This Coordinator position provides oversight for reporting and provides guidance and mentorship to the PEERS team. This role requires the ability to maintain multiple concurrent projects and deadlines and is focused on administrative-related tasks, requiring excellent written skills, and well as computer word processing, email, and Internet skills.

**Duties and Responsibilities:**

***Case Management:***

1. Participate in and document job seeker's discovery process (profiling job seeker's skills, interests, abilities, vocational goals, assessments etc.)
2. Timely documentation, completion, and organization of pertinent forms and/or spreadsheets, both hard-copy and electronically.
3. Assist individuals in aspects of their daily living including health, social, emotional, educational development, complete referrals to allied services as required.
4. Assist participants to develop resumes, facilitate wage subsidy opportunities, complete referrals to employment and educational services as required.
5. Identify barriers to employment such as urgent need for dental or eye care and assist the participant to access financial supports.

***Job Development and Placement:***

1. Network with local employers in the community to identify work experience opportunities paid through Kootenay Career Development Society (KCDS) that match specific job seeker skill areas.
2. Negotiate reasonable terms and conditions of work placement.
3. Ensure participants understand job performance expectations by completing detailed documentation of the job site and assist them to meet these expectations/obligations.
4. Provide job coaching during orientations and phase supports in consultation with placement host.
5. Support job placements by assisting employers and co-workers to acquire the skills and understanding required for the participant to succeed and maintain their job placement.
6. Offer advice to placement hosts on how to modify job sites to accommodate individuals with disabilities; provide inclusion awareness sessions upon request.

**Program Reporting and Documentation:**

1. Complete participant Surveys, Financial Support Rationales in a timely manner.
2. Complete participant timesheets biweekly.
3. Complete required financial and participant tracking sheets and forms. In consultation with NCOH Program Manager ensure that participant budgets are on track.
4. In consultation with Reaching Home Manager, assist with data collection and funder reports.
5. Daily documentation may include assessments, job site notes. incident reports etc.

**Other Duties:**

1. Provide mentorship to PEERS team members.
2. Collaborate with funder on service delivery goals that best meet the needs of individuals served.
3. Remain current with labour market and relevant regulations, including Employment Standards Act and WorkSafeBC, as well as NCARES specific Policies and Procedures.
4. Provide and/or arrange for occasional transportation for individual(s) on case-by-case basis.
5. Perform other related duties as assigned.

**Qualifications:****Education, Training, and Experience:**

Two years related education and experience in supporting individuals with who have experienced homelessness and who may have substance use and mental health issues, in employment settings.

**Job Skills and Abilities:**

1. Proven leadership skills and highly self-motivated.
2. Ability to establish good working relationships with individuals with diverse abilities, mental health challenges and/or addictions.
3. Networking and community liaison skills and a strong ability to work independently and part of a team.
4. Ability to maintain multiple concurrent projects and deadlines.
5. Excellent knowledge of delivering employment related training programs.
6. Excellent written and oral communication, interpersonal skills.
7. Excellent administrative, computer word processing, email, and Internet skills.

**Employment Requirements:**

1. Valid Class 5 BC driver's license
2. Clear Driver's Abstract record
3. Satisfactory Criminal Record Check

**Start Date:** April 1, 2023

**Contract End Date:** March 31, 2024

**Hours & Days of Work:** 35 hours/week (Days and hours of work to be determined)  
*The hours of work in this position are at times flexible to meet the job placement and job coaching needs of job seekers.*

**Compensation:** \$24.50/hour (JES Grid Level 12)  
*This is a benefited position upon successful completion of the probation period.*

**Application Deadline:** 4 pm March 24, 2023

**Please e-mail a cover letter and current resume with e-mail addresses of three references to:**

**Human Resources Coordinator**

Email: [recruitment@nelsoncares.ca](mailto:recruitment@nelsoncares.ca)

*(Please quote position and job posting number on subject line)*

*Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.*