



Canadian Council on Rehabilitation and Work (CCRW)

Job Posting

Position:	Youth the Future (YTF) Program Coordinator, Montreal
Location:	Montreal, QC
Hours of Work:	35 hours/week – 3-year contract
Start Date:	Monday February 20 th , 2017
Reporting:	Reports to the CCRW YTF National Manager
Pay Level:	4 (Projects and Specialists 2)*

Scope and Purpose:

CCRW is paving the way to a fully inclusive nation, because we believe that disability should never stand in the way of ambition. Youth The Future (YTF) is a Program aimed at preparing youth with disabilities, ages 15-30, for work experience through classroom essential skills training and on-the-job work experience.

Accountabilities:

The YTF Program Coordinator works to ensure the achievement of established site targets by the completion of the CCRW YTF contract. The Coordinator is responsible for strategic execution of Program activities with independence and community collaboration, facilitating a community development approach in meeting the needs of clients referred and/or self-identifying for admission to YTF. The position continuation is based on outcomes achieved and continued funding of the YTF Program contract through the Government of Canada.

General Duties:

The incumbent will:

- Utilize a community development approach in recruiting from community agencies, professionals and self-referrals for admission to YTF.
- Conduct screening selection interviews from referred candidates for admission to YTF.
- Support the skills of participants through the process of identifying, analyzing and prioritizing their needs – implementing developed curriculum.
- Follows the YTF Program delivery and administration protocols for implementation of YTF.
- Assist in the development of appropriate interventions, and/or opportunities for interventions in the areas of life skills, workplace skills, employment, and/or leadership development.
- Assist the Classroom Facilitator in focusing on participant individual vocational plan, that will enable participants to acquire job placement opportunities and/or achieve community integration.
- Develop, support, contribute to and participate in all aspects of the Program design, development and expansion, including marketing and outreach.

- Identify and take action on potential advocacy issues within the community as they relate to consumers accessing Programs and services.
- Perform administrative tasks relating to the delivery of the Program, including the preparation of statistical and other reports required by CCRW and Service Canada.
- Performs other duties as may be required and as identified by the YTF Manager.

Essential Qualifications:

- Post-Secondary Degree, majoring in a human behavior field
- Experience with identifying disability-related barriers and assisting clients to achieve their employment goals.
- Demonstrated 2 years' sales/marketing, recruitment and/or job development experience plus a proven track record to achieve predetermined target for number of wage subsidized employed outcomes is mandatory
- Ability to maintain ongoing relationships with employers and monitor clients at their job shadowing
- Bilingualism in English/French
- Proven leadership, communications and interpersonal skills
- Creative, organized, innovation and enthusiastic
- Experience in conducting workshops or presentations
- Ability to work independently and to supervise others
- Ability to prepare comprehensive proposals and reports.
- Proficiency in MS Office Suite

Desirable Qualifications:

- Work experience with disadvantaged youth with disabilities

Important Notes:

- This position is contingent upon successful funding from ESDC.
- The contract may be extended based on positive results and additional funding
- Only those selected for an interview will be contacted. No phone calls please.

Please send your resume and covering letter in one document via email to:

Cailen Elliott
 YTF National Manager
celliot@ccrw.org

CCRW is respectful of diversity – candidates from all backgrounds are welcome to apply.

* Pay levels are not yet Board-approved, and are contingent upon market areas. More information will be provided to candidates during the interview process.