



## Independent Living Resource Centre Thunder Bay

102 - 130 Brodie Street South, Thunder Bay, Ontario, P7E 1B9  
Telephone: 807-577-6166 Fax: 807-577-6119



***Choice ~ Flexibility ~ Control***

**TITLE:** Program Facilitator – Employment  
**EMPLOYMENT TERMS:** 17.5 hours per week

**ANTICIPATED START DATE:** January 21, 2019

**SALARY RANGE:** \$16.75 - \$18.50

### **SUMMARY:**

The Independent Living Resource Centre Thunder Bay is seeking a genuine and passionate individual to work within the scope of our employment programming. Specifically, the successful candidate will be employed in our Focusing Access on Skills and Training (FAST) for Employment Program; a robust and wide reaching employment service that enhances the ability of eligible program participants to access training and become employed. This position works within a team providing various supports to employers, partners and participants alike. This role also takes a lead with marketing the program to employers and new participants in the community through an outreach strategy.

FAST for Employment is funded in part by the Government of Canada, and our mandate is regional in scope, providing various services throughout Northwestern Ontario. An understanding of our regional demographic as it relates to employment and persons with disabilities will be invaluable to the successful candidate.

### **MAJOR RESPONSIBILITIES:**

- Direct community contact with employers marketing the project and its participants to match skills with opportunities;
- Direct community contact with organizations building partnerships to promote new participation in the program;
- Promoting and marketing the program in the community/region with employers, job developers, committees, front line staff, and consumers independently seeking supports
- Collaboration with program staff, promoting overall success of program goals;

### **QUALIFICATIONS:**

- A combined understanding of and willingness to learn about disability related issues and the interaction with employment and skill development interventions.
- Compassionate towards finding solutions that remove barriers for program participants and the ability to address these issues with positive results based research and problem solving.
- Demonstrated ability to provide an individualized and creative approach to service delivery for all participants.
- Understanding of the various systemic issues of providing employment services.
- A sound realization that oftentimes there is no one right answer to any question.

### **EDUCATION/EXPERIENCE:**

- Completion of post-secondary education or currently working toward completion with an ability to work daytime hours between Monday and Friday
- Experience not required, but an obvious ambition to gain relevant, meaningful experience is.
- All program specific training will be provided.



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### **SKILLS/ABILITIES:**

- Ability to be patient and understanding with individuals who require various degrees of support.
- Ability to support program participants with identifying their existing skills and creation of new skill development
- Strong understanding of the effective use of technology to streamline processes
- Ability to appropriately deal with confidential or sensitive departmental or divisional issues
- Proven organizational skills
- Ability to communicate effectively and concisely, both orally and in writing
- Be a genuine human that is able to act comfortable in uncomfortable circumstances

### **How to Apply:**

#### **INCLUDE:**

You must include a well written and specific cover letter along with your resume. Your cover letter will demonstrate your creativity and ability to communicate effectively.

To the attention: Tom Pugliese, Executive Director

Email directly to: [employment@ilrctbay.com](mailto:employment@ilrctbay.com)

Drop off in person: Independent Living Resource Centre Thunder Bay  
102-130 South Brodie Street  
Thunder Bay (577-6166)  
(Please use mail slot if outside of regular hours)

**APPLICATIONS ACCEPTED UNTIL JANUARY 11, 2019 at 4:00PM  
ONLY SUCCESSFUL INTERVIEWEES WILL BE CONTACTED.**