

JOB OPPORTUNITY
VOCATIONAL PROGRAM COORDINATOR, TEMPORARY, FULL-TIME (UP TO 17 MONTHS)
COMPETITION #2024-43

Please submit a cover letter and resume referencing the competition # to:

CAREERS@LLGAMH.ca

Salary Range: \$31.34/hour - \$33.30/hour
Location: Brockville (and surrounding area)
Job Type: Full-Time, 37.5 hours/week
Shifts: Monday to Friday, 8:00 a.m. to 4:30 p.m.
Reports to: Clinical Manager

The Vocational Program Coordinator will work as part of a multidisciplinary team to support clients in finding meaningful life experiences through gainful employment, education, training, development and/or meaningful community involvement. The Vocational Program Coordinator will help clients in developing the assertiveness, communication skills, and social skills required to effectively achieve their highest level of independence based on the individual's strengths. The Vocational Program Coordinator will assist clients to develop meaningful personal relationships, to plan appropriate and productive use of leisure time, and to navigate effectively with employers, landlords, neighbors, and other community partners. The Vocational Program Coordinator will utilize their working knowledge of the local labor market, community resources and the needs and strengths of clients to develop a vocational program that meets the needs of both clients and the community.

Responsibilities and Duties:

- In partnership with the client, assess individual client needs, objectives, work experiences, education, and skills.
- Support the client to develop a vocational/educational goal with clear and measurable outcomes that is based on skills assessment, goodness of fit, vocational interest, personality, and level of wellness.
- Monitor activities regularly for potential disturbances and intervene proactively when possible.
- Determine client need and/or eligibility for financial support, inform clients and provide support in filling out applications for financial assistance.
- Develop, implement, and follow up on individual or group programs based on client needs and strengths which build on or enhance skill development, engage clients, and have therapeutic value.
- Clearly identify goals, objectives, evaluation mechanisms, and reporting requirements for programs.
- Maintain required program data including statistics and report accordingly.

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Main Office
 25 Front Ave. W
 Brockville, ON
 K6V 4J2

Delta
 18 King St.
 Delta, ON
 K0E 1G0

Gananoque
 23 Mill St.
 Gananoque, ON
 K7G 2L5

Kemptville
 2671 Concession Rd.
 Kemptville, ON
 K0G 1J0

Prescott
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 Prescott, ON
 K0E 1T0

Smiths Falls
 179 Elmsley St. N.
 Smiths Falls, ON
 K7A 2H8

- Facilitate peer-led support groups for clients throughout locations in Lanark, Leeds and Grenville.
- Communicate regularly with community partners, employers and educators to establish strong relationships and to reduce stigmatization related to addictions and mental illness.
- Participate in community education or community-related activities as a representative of the Agency and provide information related to Vocation programs and services.
- Maintain an excellent working knowledge of local labor market trends, community resources, needs of job seekers and employers and effective ways to bridge their respective needs.
- Conduct formal needs assessments with community partners using various assessment tools and make referrals as required.
- Plan, organize and conduct academic and vocational information sessions, activities, and education/school visits.
- Participate in Recovery Plan of Care conferences.
- Respond to crisis situations as they arise, complete the Crisis Report and forward it to the Clinical Manager.
- Maintain confidential client files and records.
- Other duties as assigned.

Qualifications:

Education, Training and Experience:

- Graduation from a recognized post-secondary institution with a diploma or degree in a relevant, health-related discipline of study; University degree preferred.
- Two years' experience working in adult Mental Health and Addiction.
- Smart/Recovery Group Facilitator and Primary Advanced & Co-Occurring REBT will be considered an asset.
- Motivational interviewing courses/workshops will be considered an asset.
- Certified Psychosocial Recovery Practitioner (CPRRP) designation preferred.
- Current CPR and First Aid Certificates.

Skills and Abilities:

- Ability to work independently and as part of a multi-disciplinary team.
- Effective communication, interpersonal, and conflict resolution skills.
- A willingness to proactively seek out and engage potential employers or community partners and advocate for opportunities for clients.
- Strong problem-solving abilities.
- Requires analytical skills to gather and disseminate data from different sources.
- Ability to adapt to changing environments and manage time effectively; Willingness to be flexible and

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facilitate change.

- An understanding of the Recovery Philosophy and application of same in client goal planning and direct service.
- Ability to meet key performance measures and objectives while providing client-centered quality services.
- Excellent time management and organizational skills with the ability to multitask.
- Good knowledge of existing programs, services, community programs and local labor market conditions.
- Average to above-average computer and keyboarding skills.
- Demonstrated crisis intervention skills/experience and ability to respond to crisis situations as they arise.
- High level of physical and emotional stamina.
- Ability to work within Mental Health Act, Occupational Health & Safety Act, Ministry of Health and Long-Term Care guidelines, Psychosocial Rehabilitation Practitioner's Code of Ethics, Best Practices, LLGAMH program standards.
- A valid Ontario Driver's License, access to a vehicle, and vehicle insurance with a minimum of \$2,000,000 liability.
- Satisfactory Vulnerable Sector police records check required.
- Compliance with Policy AH-C5 COVID-19 Vaccination Policy.

ACCESSIBILITY

- LLGAMH is committed to providing diversity, equity, and accessible employment practices, in compliance with the Accessibility for Ontarians with Disabilities Act. If you have accommodation requests related to your employment, please contact Human Resources.

Posting Date: July 26, 2024

Closing Date: August 2, 2024

Internal applicants will be considered before external applicants. We thank all applicants for their expressed interest; however, only applicants selected for an interview will be contacted.

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