


## Job Advertisement

Analyze the job advertisement below and complete the details.

document wanted	how to apply	job advertiser	job vacancy
period to apply	position	qualifications	source of news

### Job Advertisement: Job Coach



The Elmwood Community Resource Centre is seeking a 1 year term Job Coach to begin June 20/2016 to June 16/2017 for 37.5 hours / week. The rate of pay is \$16.00-\$18.00 /hour.

The Job Coach's role is to instruct the in-class portion of the Elmwood Youth Employment Experience Program (EYEE). Class hours are 30 per week and class sizes are typically groups of 8 participants (age range of 18-30 years old) per session. Curriculum includes units on workplace health and safety, Manitoba employment standards, goal setting, career planning, resume building, cover letters and application forms, job searching techniques, interviews as well as life skills such as money management, confidence and self-esteem and conflict resolution. Class work also incorporates MS Windows, Word, Excel, PowerPoint and Publisher into various lessons. The JC works in close partnership with the Youth Employment Outreach Worker (YEOW) as a team.

**The Job Coach will:**

- Facilitate curriculum lessons and activities
- Identify barriers to employment that the youth in the program face and help them overcome those barriers
- Supervising participants
- Working with the YEOW to determine which applicants to accept into the program
- Coordinating off-site visits such as career fairs, tours of schools, resource facilities or other suitable events
- Maintaining a database/filing system of participant information while maintaining confidentiality
- Submitting documentation (participant information forms, monthly activity reports, monthly statistical reports, 90-day follow up reports, and participant leaving forms) to various funding organizations
- Provide monthly written reports on activities and expenditures and keep accurate records (ECRC monthly reports and others)
- Write; maintain promotional materials, website content, articles, publications and other materials as required
- Acting as a positive role model for youth participating in the program
- Attend ECRC team meetings and participate in ECRC related training and events

**Qualifications:**

- Bachelor's degree or college diploma in a related field such as; social sciences or comparable combination of education and experience
- Previous experience in adult education, computer literacy, Essential Skills
- Computer and internet literate, including MS Windows, Outlook, Word, Excel, PowerPoint and Publisher
- Excellent planning, time management and organizational skills paired with strong written and verbal communication skills
- Experienced with group facilitation
- Able to work collaboratively within a team environment, and independently.

**Working Conditions:**

- Hours of work are from 9:00 a.m. - 5:00 p.m. Monday to Friday with occasional non-standard hours of work for ECRC hosted community events
- Criminal record check required
- All employer and off site visits are noted in the ECRC Outlook calendar
- Use of a personal vehicle and valid class five driver's license for class outings on an as-need basis

Send resumes to ECRC by email at [jobs@elmwoodcrc.ca](mailto:jobs@elmwoodcrc.ca) or by fax at (204)982-1723  
Deadline to apply is **June 10, 2016 at 4:30pm**

**Source:** <http://elmwoodcrc.ca/ecrc-eyee-job-coach-2016-job-advertisement/>

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