



EMPLOYMENT TRAINING COORDINATOR

Title: Employment Training Coordinator

Term: 8-month contract (May 2023-December 2023) – with possibility of extension

Reports: Employment Training Manager

of Positions: 9 (3 per location)

Location(s): Toronto, London, Ottawa

Industry: Not-for-profit

Hourly Range: \$20-25/hour

COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

JOB OVERVIEW

Jake's House invites applicants with experience in training and program delivery to apply for the Employment Training Coordinator role(s) available across Ontario in three locations, Toronto, Ottawa, and London. The Employment Training Coordinators will report directly to the Employment Training Manager and take part in facilitating the successful delivery of the Capabilities & Life Skills Training Program for individuals with autism and developmental disabilities. The skills training program offered by Jake's House will enable candidates to



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learn life skills that are necessary to find success at most jobs. The goal of the Employment Training Coordinator is to facilitate the training in a classroom setting, following a comprehensive curriculum developed by Jake's House, while ensuring participants feel supported and empowered to pursue their career goals.

JOB RESPONSIBILITIES

- Conduct training utilizing the Jake's House Capabilities & Life Skills Training curriculum, for individuals with autism and developmental disabilities.
- Coordinate training with a focus on personal and social development as well as career needs.
- Work closely with a team of Employment Training Coordinator and volunteers to deliver the program.
- Guide participants in learning to complete job tasks.
- Actively monitor participants' progress, making suggestions for modifications as required.
- Encourage each participant and prioritize their needs to help ensure they can reach their fullest potential.
- Ensure all job-seeking participants have a smooth transition from the classroom to job-seeking while feeling supported throughout the process.
- Assist participants with autism and developmental disabilities in developing social and life skills.
- Keep records and documentation and provide input to prepare appropriate reports.
- Assess the strengths of participants and teach them how to use them effectively.

JOB REQUIREMENTS

- Preference will be given to those working towards acquiring their Ontario Certified Teacher (OCT) designation.
- Bachelor's Degree (preferred) or College Diploma.
- Proficient in training soft skills including communication, critical thinking, time management, leadership, and team building.
- Excellent written and verbal communication skills, with the ability to write concise, persuasive, and accurate copy and deliver strong oral presentations.
- Detail-oriented and strong organizational skills; striving for high quality results in all situations.
- Kind and empathetic with a passion for people, understanding the families we support always come first.
- Must have the ability to be professional, objective, and empathetic while interacting with the individuals taking part in the training program.
- Vulnerable sector check required to be submitted prior to beginning classroom training.

Ideal Candidates



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(Culture Fit)

- Self-starter, proactive, takes initiative, resourceful, bootstrap mentality, go-getter
- Innovative, entrepreneurial, dynamic, creative, collaborative
- Adaptable, resilient, can switch gears and hats quickly, thrives in fast-growing / fast-moving environments.
- Positive, energetic, enthusiastic, passionate.
- Committed, disciplined.
- Compassionate, caring, understanding, genuine, strong 'family values'.

Jake's House is an equal opportunity employer. We do not discriminate on the basis of race, colour, religion, marital status, age, national origin, physical or mental disability, medical condition, gender, sexual orientation, gender identity, or any other status protected by law. We celebrate diversity and are committed to creating inclusive working environments for all employees.