



EMPLOYMENT TRAINING MANAGER

Title: Employment Training Manager

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

Reports: Manager, Employment Mentoring Program (EMP)

of Positions: 3 (across three locations)

Location(s): Toronto, London, Ottawa

Industry: Not-for-profit

Salary Range: \$45,000+

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 classroom teaching / training / instruction and career coaching for individuals with autism and developmental disabilities. The Employment Training Manager will work closely with a team of Coordinators to ensure 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 learn life skills that are necessary to find success at most jobs. Reporting



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to the Employment Mentoring Program (EMP) Manager, the Employment Training Manager will facilitate the training in a classroom setting, while leading additional staff members and volunteers responsible for ensuring the safety of candidates participating, and the overall success of the training program.

JOB RESPONSIBILITIES

- Conduct training utilizing the Jake's House Capabilities & Life Skills Training curriculum, for individuals with autism and developmental disabilities.
- Manage a team of coordinators and volunteers supporting delivery of the training program.
- Take the lead role to adapt content and training materials and activities for classes.
- Be responsible for classroom/training administration (acquiring registration list, confirming enrollment, completing exit evaluations) and communicating results to appropriate personnel or system.
- 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.
- Create strategies to engage and nurture participant learning.

JOB REQUIREMENTS

- Bachelor's degree or higher in a related discipline.
- Ontario Certified Teacher (OCT) designation preferred.
- Proficient in training soft skills including communication, critical thinking, time management, leadership, and team building.
- Experience in a Canadian education system considered to be an asset.
- Excellent written and verbal communication skills, with the ability to write concise, persuasive, and accurate copy and deliver strong oral presentations.
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals.
- 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.
- French bilingualism is required for Ottawa, considered an asset for Toronto & London.
- Experience working with adults with autism and/or developmental disabilities is preferred.

Ideal Candidates
(Culture Fit)



EMPLOYMENT TRAINING MANAGER

- 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.