



## **JOB COACH**

**Start date:** ASAP  
**Location:** East Toronto & GTA  
**Term:** Full Time

### **THE COMPANY:**

As a community-based service organization, Corbrook Awakening Abilities has been making an important contribution to the lives of people with disabilities and their families for more than 70 years. We embrace a person-directed philosophy and approach, supporting people to make informed decisions and personal choices that will help them achieve their goals. Our unique range of skill-building opportunities enable people to become more independent, promote self-esteem, find their employment path, and enhance their quality of life. We offer a number of funded and fee-for-service programs at our two sites located in the East and North-West parts of Toronto, as well as at various community partners around the city.

### **THE LOCATION:**

This position will be required to work at the Scarborough location, in the GTA community and remotely on occasion.

### **OVERALL ACCOUNTABILITY:**

The Job Coach reports to the Community Development Manager. This position is full time unionized role.

### **DUTIES AND RESPONSIBILITIES:**

- Assist clients with goals of achieving and retaining paid employment
- Orient and support clients socialization to workplace environment, workplace culture and business expectations
- Train clients to the duties specified by each employer, modeling and mentoring a variety of tasks as needed.
- Mentor clients to build confidence, achieve personal success and retain employment
- Assist clients with meeting the employer's standards for work habits, performance and attitude
- Problem-solve collaboratively with clients and employers when issues arise
- Prepare and submit client progress notes and reports by required deadlines
- Liaise with other Corbrook staff for all appropriate overlapping service delivery
- Ensure that Corbrook's health, safety and risk policies and protocols are followed
- Other related duties as required

### **SKILLS AND QUALIFICATIONS:**

- Understanding of communication needs and behaviours of persons with disabilities
- Knowledge of task analysis, accommodation practices, learning styles and instruction strategies



- Strong time-management skills and ability to deal with change and ambiguity
- Physically fit and able to lift 50 lbs
- Post-secondary degree or diploma in the Social Sciences or Developmental Services
- Critical thinker and problem-solver
- Ability to work a flexible schedule including weekends and/or evenings as per program, operational or participant need
- Ability to work well independently and as part of a team
- Excellent spoken and written communication
- Organized, ability to multi-task and deal effectively with stress

#### **ADDITIONAL ASSETS:**

- Certification in CPR/First Aid and Safe Management/CPI crisis intervention training
- Fluency in ASL (American Sign Language) or a second language
- Driver's License and access to a vehicle.

#### **COVID-19 CONSIDERATIONS:**

Corbrook has temporarily closed its physical locations due to the ongoing COVID-19 pandemic. The Job Coach will be required to work remotely until it is safe to reopen, at which point they will be required to work on-site. **Please be advised that our company Policy requires all staff to be fully vaccinated.**

#### **Application Process and Deadline: Posted until filled.**

To apply for this position please forward your resume and cover letter to [paulette.cross@corbrook.com](mailto:paulette.cross@corbrook.com). Please indicate the position that you are applying for in the subject line.

Corbrook is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.