



Job Posting

Vocational Report Specialist (VRS)

Part-Time / Work from Home

Must be able to dedicate a minimum of 8-10 hours per week

As a Vocational Report Specialist (VRS) at Geseron Employment Consulting (GEC) Ltd., you will be responsible for the review and analysis of a client's existing education, training, experience, and restrictions/limitations (e.g.: medical, physical, psychological, cognitive) in order to determine alternative/transferable occupational options within expectations such as earning requirements, specific vocational preparation (SVP) ranking, and demonstrated skills.

Job Responsibilities:

- Review in depth file information such as employment documents, medical information, and job descriptions.
- Understanding the impact of restrictions/limitations and with the file information provided, determine if a client could meet the demands of their previous occupation and what may be possible if not, regarding returning to work.
- Objectively research and identify appropriate alternative and transferable occupational options based upon a variety of file factors.
- Understanding labour market trends and employment outlook as it relates to recommendations for occupations.
- Completion of detailed, systemized vocational reports (such as Transferable Skills Analysis - TSA, Labour Market Research – LMR, etc.) as per GEC guidelines and standards within the expected timeframes.

Requirements:

- Comprehensive knowledge and experience in the vocational rehabilitation industry.
- Reliable and consistent with the ability to work with minimal supervision.
- Detail-oriented and deadline driven.
- Computer or laptop with proof of antivirus software.
- High-speed internet connection.
- Familiarity with Microsoft office applications.
- Criminal record check.

Required Qualifications:

- Relevant post-secondary education.
- Professional credentials relating to the practice of vocational rehabilitation, e.g.: Vocational Rehabilitation Association of Canada – VRAC (Registered Rehabilitation Professional - RRP, Registered Vocational Progression – RVP), Canadian Society of Professionals in Disability Management – CSPDM (Certified Disability Management Professional – CDMP, Certified Return to Work Coordinator - CRTWC), College of Vocational Rehabilitation Professionals – CVRP (Return to Work Disability Managers - RTWDM, Certified Vocational Rehabilitation Professional - CVRP, CVRP – Transferable Skills Analysis - TSA, Canadian Certified Vocational Evaluator - CCVE), etc.



- A combination of equivalent education, training, and experience may be considered. If relying upon equivalency, ensure this is clearly identified within your resume.

Languages:

- English is mandatory.
- French is considered an asset.

Wages:

- \$27 - \$30 per hour.

The Successful Applicant Must:

- Handle responsibility
- Be time-efficient
- Learn quickly
- Follow instructions
- Research information
- Analyze details
- Apply reasoning
- Organize information
- Work consistently
- Be patient
- Proofread
- Maintain standards
- Be resourceful
- Finish projects
- Listen to others
- Be self-confident
- Work well under pressure
- Work alone

The Successful Applicant Must Not:

- Be stubborn about changing their viewpoints
- Ignore timelines
- Be unreliable
- Be a poor listener
- Be indecisive
- Be slow to react

Note: *This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.*

Please submit your completed application via email to:

info@geseron.com