

TO / DESTINATAIRES:

Directors / Directeurs



Chief Administrative Officer / Chef de l'administration



Other (Specify)/Autre (préciser): Internal, MODC, Indeed, Charity Village, Job Bank, CVRP



Location / Lieu: Ottawa, ON

Position / Poste: Vocational Rehabilitation Specialist – Assessment and Planning (Employment Counsellor)
35 Hours per week

Duties / Fonctions:

- Accept referral and review the client documentation as provided by the referral source
- Create and maintain case files and service plans that are current and reflective of clients' evolving needs
- Provide services to individuals with disabilities and are challenged by employment barriers
- Assist clients to identify realistic employment options through vocational assessment and exploration
- Conduct transferable skills analysis and labour market research
- Create resumes and cover letters tailored to client's needs and employment objectives
- Support job placement services including job development, client and employer needs analysis, job site analysis and job accommodation and coordination of on the job supports
- Provide employment and motivational counseling
- Appropriate use of case management/IT systems ie. CaMS
- Case manage services to ensure timely and cost effective service delivery
- Complete required service reports
- Achieve quality service standards for client satisfaction, timely delivery of service and employment outcomes

Qualifications / Compétences requises:

- Bachelors Degree or Community College diploma in social services
- Registered Rehabilitation Professional certification (RRP) or Registered Vocational Professional (RVP), Return to Work Disability Manager (RTWDM) an asset
- Minimum of three years' experience working in Vocational Rehabilitation with people with disabilities
- Sensitivity to issues/barriers that people with disabilities experience
- Familiarity with current methods of vocational rehabilitation, career counseling including assessment, service planning, job search skills, job analysis and job placement.
- Excellent written and verbal communication and customer service skills
- Well-developed time management, organization and teamwork skills
- Demonstrated ability to prioritize, work well under pressure and meet deadlines
- Proficient in Microsoft Office suite
- Ability to document, maintain records and write reports
- Valid driver's license and access to a reliable vehicle.
- Ability to communicate and write in French consider an asset

Salary Range/Échelle des salaires: \$54, 072

Applications accepted until / Candidatures acceptées jusqu'au : June 11, 2021

Send application and resume to / Adressez votre demande d'emploi et curriculum vitae à:

Name: Leanne Chevrier

Position: Vocational Rehabilitation Specialist – Team Lead

Address: 117 Centrepointe Drive, Suite 250, Ottawa, Ontario K2G 5X3

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As part of its commitment to Employment Equity, March of Dimes Canada encourages applications from qualified members of the four designated groups: women, aboriginal peoples, persons with disabilities, and visible minorities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), March of Dimes Canada will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.