



Springboard's mandate is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment and developmental services.

### Internal Job Posting

**Position Title:** VOCATIONAL COUNSELLOR  
**Department:** Residential & Community Support Services  
**Location:** Community Programs - 1464 Midland Ave. Scarborough  
**Status:** Full-time Permanent  
**Pay:** \$49,587.46 per annum  
**Vacancy Number:** SOR-U18-49

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**Available:** Immediately  
**Hours/Shifts:** 40 Hours a week - Monday to Friday from 9:00 am to 5:00 pm  
Schedules are subject to change to meet departmental needs.

#### Position Summary:

This position encompasses the primary functions of case management and coordination, advocacy, vocational development and outreach in the SOAR Program. This is a Vocational and Life Skills day program for adults, 18 and over, with developmental disabilities and/or dually diagnosed. Its community based programming focuses on the development of job and life skills, as well as community integration. This is a bargaining unit position.

#### Key Responsibilities:

- \* **Case Management/Co-ordination:** responsible for needs and risk assessment, advocacy, referrals and for case co-ordination.
- \* Deal with crisis situations that may involve potential volatile behaviour.
- \* **Person Directed Planning:** provide individual counseling, support individuals and their families/supports working toward individual goals.
- \* **Group Facilitation:** facilitate various life skills/vocational programs, in both a class room and community setting, with a client to staff ratio of 12-1, for individuals with developmental disabilities and/or dually diagnosed.
- \* **Community Partner Liaison/Outreach:** networking, job coaching, advocating, and educating community partners on program/participant needs.
- \* **Administrative Duties** - accurate and timely completion of forms/reports as per Springboard and/or programming guidelines.

#### Required Qualifications:

- \* Post-Secondary Diploma/Degree in Social Sciences.
- \* At least 3 years of experience in: community support, case coordination, client advocacy and coaching individuals with developmental disabilities and individuals with dual diagnosis; creating and implementing developmental goal plans for individuals with developmental disabilities and/or dually diagnosed, including Person Directed Planning.
- \* Experience case managing 15-20 individuals with developmental disabilities and/or dually diagnosed within the last 2 years.
- \* Experience in counseling, motivating and advocating for adults with developmental disabilities and/or dually diagnosed; outreach and the development of community partnerships.
- \* Strong knowledge of community resources, including Developmental Services sector to match individuals with necessary services.
- \* Ability to accurately assess individual needs and develop plans and identify achievable goals.
- \* Ability to work with families/supports and individuals while balancing multiple operational needs.
- \* Proficient with computers, including use of online case management systems (ie. Nucleus Labs), Microsoft Applications (e.g. Word, Excel, PowerPoint), and visually based learning aids. **\*Skills testing may be administered\***
- \* Demonstrated life skills training, program development and group facilitation skills with a client to staff ratio of 12-1.
- \* Proven ability to work independently with minimum supervision, either in a classroom setting and/or community setting.
- \* Strong time management, crisis management and problem solving skills.
- \* Valid First Aid, CPR and Safe Management certificates.
- \* **Demonstrated use of core competencies in:**
  - o **Flexibility** - explore various options around problem solving and managing difficult situations.
  - o **Service Delivery Judgment** - understand the program processes; think through when to make process changes and come up with ideas that improve service delivery.



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**Preferred qualifications:**

- \* Ability to speak French

**Posting Date:** October 31, 2018

**To Apply:**

To be considered for employment at Springboard, applicants must be willing to undergo a police clearance/VSS, occupational medical assessment and provide both references and documentation of their credentials. **Please apply on line through [careers@springboardservices.ca](mailto:careers@springboardservices.ca).** To be considered you must include the vacancy number in the subject line of your email while applying.

**Deadline for Internal applicants:** November 7, 2018 at 4:00 pm. Please provide your Cover Letter and Resume and a duly completed Application for Internal Transfer form (as applicable).

**Resumes received after the above-stated deadline/s will be considered at the discretion of the hiring supervisor. No phone calls please. Only persons selected for an interview will be contacted. Thank you for applying.**

Springboard is committed to employment equity and fair and accessible employment practices. Applications are encouraged from those who reflect the diversity of our community. Accommodations will be provided for job applicant with disabilities, where needed and on request, to support their participation in all aspects of the recruitment process providing the applicant has met the bona-fide requirements for the vacant position.