



Program Counsellor SOR-U20-103_RRR

ABOUT US

Our 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.

WHO WE ARE

People are at the centre of everything we do. We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a pension plan that helps support our people in all aspects of their lives.

THE OPPORTUNITY

Position Title: Program Counsellor SOR-U20_RRR

Department: Developmental Services – SOAR

Location: Community Programs – 1464 Midland Ave, Scarborough

Status: Relief Permanent

Pay: \$19.57 per hour

Vacancy Number: SOR-U20-103_RRR

Available: Immediately

Hours/Shifts: Must be flexible to work shifts Monday-Friday between 0800 – 1830 hrs.

Schedules are subject to change to meet departmental needs.

Travel to other locations due to programming is required. Programming is offered virtually and in person.

In the event of service disruptions, this role may be redeployed to another Springboard program, which includes our residential programs that operate 24 hours, 7 days a week

SOAR is a transitional program that focuses on the development of employment, life skills and community integration for adults with developmental disabilities. This position contains the primary functions of facilitating groups, providing life skills instruction for groups of 10 or more and assisting individuals to develop and achieve their goals.

WAYS YOU CAN CONTRIBUTE

- **Group Facilitation-** Facilitate and teach life skills programming to individuals with developmental disabilities or dual diagnosis; manage challenging behaviors in a classroom typesetting.
- **Community Outreach/ Outings-** Coordinate and supervise community/ recreational outings for a large group of participants, including how to access TTC during peak and off-peak hours safely.
- **Conflict Management-** Manage challenging behaviors of individuals, including offering support and suggestions on how to support them.
- **Job Coaching-** Provide onsite and offsite direct support to participants in various work/ volunteer environments
- **Counselling/ One to One Support-** Provide counselling and support to clients with developmental disabilities and their families in reaching their individual goals.

- **Health and Safety-** Ensure security and safety of the program and the participants in various work/ volunteer
- **Administrative Duties-** Provide clerical/ reception and administrative support to the program. Maintain office in an organized and secure manner, including documentation and compilation of internal and external reports, statistical data, logbooks, and office communications, and receive/ distribution of correspondence.

WHO YOU ARE

- Post-Secondary Diploma/Degree in Social Sciences.
- Strong knowledge in computer applications, i.e. MS, Word, Excel, PowerPoint, Outlook.
- Valid First Aid and Safe Management certifications.
- Minimum two (2) years of recent work-related experience in Development Services sector in the following areas:
 - Working with individuals with developmental disabilities or dual diagnosis.
 - Conflict management, job coaching, providing individualized support and supervising community/ recreation outing, group facilitating in both classroom and community setting with 10 or more individuals at a time.
 - Counselling, teaching, conflict resolution, individual facilitation, and assessment.
 - Use of computers such as MS Suite and multimedia teaching tools.
 - Thorough understanding of the Social Inclusion Act and the Act for the Supports of Persons with Developmental Disabilities (2008).
- Working knowledge of the Developmental Services sector.
- Knowledge of relevant counselling practices and effective counselling skills to ensure optimum service for participants.
- Knowledge of community resources, both internal and external.
- Proven group facilitation skills to lead individuals regarding educational, vocational, and life skills issues within a classroom setting and in the community.
- Skills in: Counselling, teaching, group and individual facilitation, communication, conflict resolution, and administrative.
- Assessment skills required for both the delivery of service to participants and daily operational/ programming issues, including determination of suitability and risk.

- Program planning skills to implement, evaluate and modify new and existing programs, as needed.
- Effective crisis intervention skills to diffuse confrontational situations. Ability to work well under pressure to ensure minimal interruption in service delivery.
- Written communication skills in English, to communicate ideas, instructions, and information in a clear, concise manner- adjust to the receiver's need for various levels of communication.
- Verbal skills in English to communicate ideas, instruction, and information in a clear concise manner. Ability to adjust to the receiver's need for various levels of communication.

Preferred Qualifications

- Ability to speak French

APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

The Deadline for Applications is May 14, 2021 at 4:00 pm. Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to careers@springboardservices.ca.

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.