



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

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, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

## 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.

## Internal / External Job Post

# Vocational Counsellor SOAR-U22-04

### THE OPPORTUNITY

- Job Class ♦ Union
- Department ♦ Developmental Services /SOAR
- Location ♦ Community Programs  
– 1464 Midland Ave. Scarborough
- Status ♦ Full-time Contract (Until April 15, 2022)
- Vacancy Number ♦ SOAR-U22-04
- Pay Rate ♦ \$51,090.01
- Available ♦ Immediately
- Hours/Shifts 40 Hours a week – Monday to Friday from 8:30 am to 4:30 pm  
Rotational on-call responsibilities required.  
Schedules are subject to change to meet departmental needs.  
This position is eligible for redeployment at the DS residences, should the need arise.

Reporting to the Supervisor of Community Support Services. The Community Programs at Springboard includes a community participation program for adults 18 years of age and older with a developmental disability and/or dual diagnosis. This position encompasses the primary functions of case management and coordination, advocacy, vocational development and outreach in the SOAR Program. SOAR is a Vocational and Life Skills day program. The community based programming focuses on the development of job and life skills, as well as community integration. This is a bargaining unit position.

### WAYS YOU CAN CONTRIBUTE

- **Case Management/Co-ordination:** responsible for needs and risk assessment, including strengths and areas of development, advocacy, referrals and coordinating supports.
- Deal with crisis situations that may involve potential volatile behaviour.
- **Person Directed Planning:** provide individual support to individuals and their families/supports working toward goals.

- **Group Facilitation:** facilitate various life skills/vocational programs, in both in person, in the community and virtually, with a client to staff ratio of 12-1, for individuals with developmental disabilities and/or dually diagnosis.
- **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 funder requirements.

## WHO YOU ARE

- Post-Secondary Diploma/Degree in the social service field.
- At least 3 years of experience in case management and case coordination including: advocacy and coaching individuals with developmental disabilities and individuals with dual diagnosis; creating and implementing developmental goal plans including Person Directed Planning.
- Experience case managing 15-20 individuals with developmental disabilities and/or dually diagnosed within the last 2 years.
- Experience in supporting, motivating and advocating for adults with developmental disabilities and/or dually diagnosed; outreach and 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.
- Excellent crisis and behavior intervention/ management, communication, interpersonal, organizational, conflict resolution and leadership skills.
- Valid First Aid, CPR and Safe Management certificates.

### **Preferred Qualifications:**

Ability to speak French is an asset

## Vaccination Policy

**This position is subject to the vaccination disclosure mandate by the Chief Medical Office of Health and if the successful candidate does not meet the definition of fully vaccinated at time of hire, they will be required to undergo an educational program and then every three days, have to submit a negative rapid antigen test within 24 hours of their shift.**

Springboard Services continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

## 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 January 19, 2022 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](mailto: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.*

