



springboard

CONNECT. INSPIRE. ACHIEVE.

ABOUT US

Springboard's mission 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 savings plan that helps support our people in all aspects of their lives.

Internal / External Job Post

Community Integration Facilitator DS-U22-71

THE OPPORTUNITY

Job Class	◆ Union
Department	◆ Development Services
Location	◆ Scarborough: multiple locations
Status	◆ Full Time, Contract (ending May 10th 2024)
Pay Rate	◆ \$48,500.00 per annum
Vacancy Number	◆ DS-U22-71

Available	◆ Immediately
Hours/Shifts	◆ Monday to Friday 8:30 am to 4:30 pm. Flexibility in hours is required, including evenings depending on client/employer needs. Schedules may change depending on operational requirements

The Community Integration Facilitator (CIF) works in a community-based setting with individuals with developmental disabilities and/or dual diagnosis, business owners, managers, employers and community partners to support vocational and employment placements to help them integrate into the community. This role will provide clients with educational/vocational training and employment, and community service experience through subsidized and nonsubsidized placements.

Travel is required as the Community Integration Facilitator works at Developmental Services, Employment Office and visits employers' sites within the GTA.

WAYS YOU CAN CONTRIBUTE

- **Community Case Management/Coordination:** Assess individual strengths and areas of development, advocacy, referrals and coordinating supports. Coordinating services in the individual's neighborhood and meeting individuals in their community.

- **Person Directed Planning:** provide individual counseling and support individuals and families working toward individual goals and assisting individuals to develop a plan to support work life balance
- **Group Facilitation:** develop, facilitate and evaluate group/individual training workshops with regards to pre-employment and employment.
- **Job Placements/Expenditure Relations:** Find appropriate employment placements for client.
- **Community Outreach/ Committee Membership:** Network, advocate and educate community partners on program / Client/Employer needs.
- **Conflict Management:** Manage crisis situations that may involve volatile behavior, including offering support and suggestions on how to support.
- **Clerical/Administrative:** Organize work environment, including, case management, maintaining case notes and a filing system of all client information, documents and interactions. Provide coverage for other staff as required.
- Deal with crisis situations that may involve volatile behavior.

WHO YOU ARE

- Post-secondary education in the Marketing, Employment, HR and/or Human Services field.
- Experience working in the Developmental Service Sector would be considered as an asset.
- Strong knowledge in computer applications, i.e., MS Word, Excel, PowerPoint, Outlook.
- Valid First Aid and Safe Management Certifications – Preferred.
- At least 3 years of recent related experience in the following areas: marketing clients to employers; employer outreach/liasing and engagement; job matching and placement of multibarriered clientele; design marketing plan; job search; work site visit and evaluation; group facilitation; collection and dissemination of labour market information to individuals regarding job openings, entry and skill requirements and other occupational information; program development, job coaching and placement retention, and advocating for and support individuals with multiple barriers to employment.
- Clear understanding of market perceptions, employer motivation, work habits and employability skills.
- Knowledge and understanding of practical application of current labour laws and workplace health & safety legislation.
- Ability to: match and place individuals with multiple barriers to employment with placements or educational/vocational skills training; communicate ideas, instructions and information in a clear and concise manner; provide group facilitation to groups up to 15 at a time; set priorities, plan and organize work in a fast paced environment in order to meet tight deadlines and deliver results according to program guidelines; meet and deal with staff, clients, employers and the public tactfully and courteously; and compile financial and statistical reports accurately.
- Knowledge and experience with job carving with employers to increase success of placements.
- Effective crisis intervention skills to diffuse confrontational situations.
- Demonstrated ability to: pay attention to their quality of work on which they depend on and plan activities carefully and notice gaps and correct them without having to be told; and understand the program processes; think through when to make process changes and come up with ideas that improve service delivery.
- Demonstrated use of core competencies in:
 - **Attention to Quality** – pay attention to their quality of work on which they depend on and plan activities carefully and notice gaps and correct them without having to be told.
 - **Service Delivery Judgment** – understand the program processes; think through when to make process changes and come up with ideas that improve service delivery.
- **Preferences:**
 - Ability to speak French
 - Car and valid Driver's License are assets

Vaccination Policy

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 17, 2023 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.