



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our values. We have identified six core values that form our approach to serving clients, customers and each other:

***Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity***

**Position:** Team Leader/ Employment Coach– Employment Services  
**Status:** Full-time, Permanent  
**Location:** Peterborough, ON  
**Address:** 863 Chemong Rd, Unit 20A Peterborough, ON K9H 5Z5

**Role Summary:** Working in an outcomes-based environment, with set performance targets, the Team Leader/ Employment Coach provides support and leadership to a self-directed team ensuring that customer and Agilec requirements are exceeded; as well as conducts assessments; provides support and coaching; and, develops and implements action plans that will best meet the participants' needs and achieve a successful outcome in the most efficient manner.

**Education:** Completed undergraduate degree in relevant field from a recognized Canadian Institute, or its equivalent.

- Relevant certifications, such as MCVP, CVP, RRP, or CDP an asset.
- Training through the International Coach Federation, an asset

**Experience:**

- Demonstrated leadership experience providing support to a multi-project team, overseeing all aspects of team performance and development
- Minimum three years' experience required in employment services, vocational rehabilitation, or related field
- Tracking, monitoring, understanding, and analyzing data for continuous improvement
- Experience working with new immigrants and those identifying disabilities or other barriers to employment
- Proficient in coaching methodologies to lead teams and implement change
- Successful experience leading in an outcomes-based environment
- Employment case management and assessment
- Working in an employment counselling environment
- Working collaboratively with community partners and training providers

**Required Skills:**



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- Interviewing skills, adjusting communication style dependent on participant personality and learning style
- Able to discuss barriers and employment maintenance issues with clients
- Excellent interpersonal and conflict resolution skills
- Ability to motivate and empower others through coaching and positive feedback and facilitate change
- Time management, problem-solving and decision-making skills
- Intermediate user of Microsoft Office Suite (i.e., Word, Excel, Outlook)
- French language is an asset

**Knowledge:**

- Basic understanding of computer networks, hardware, and office equipment
- Knowledge of the local and provincial labour markets
- Knowledge of community and government resources available to clients
- General knowledge of Employment and Human Resources Legislation and practices considered an asset

**Hours and Duration:** 40 hours per week. Office Hours: Monday to Friday 8:30 a.m. 5 p.m.; Wednesdays open until 7:00 p.m.

**Travel:**

- Will be required to travel within or outside of regular working hours to meetings and community events, training, seminars, or to work in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

**Hourly Rate:** Team Leader pay scale applies.

**How to Apply:** Please submit a cover letter and resume by e-mail to the attention of *Stephanie Wilson* at [jobs@agilec.ca](mailto:jobs@agilec.ca). Please place **Team Leader - Your Last Name - PTBO** in the subject line of your email.

**Closing Date:** April 14, 2021 4:30 p.m.

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process. We thank you for your interest, but only candidates selected for an interview will be contacted.