



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 Centered, Inclusiveness, Empowering, Team, Excellence, Integrity***

**Position:** Employment Coach / Employer Liaison  
**Status:** Full-time; Temporary (up to 1 year)  
**Location:** Peterborough / Lakefield  
**Address:** 863 Chemong Rd, Unit 20A, Peterborough, ON K9H 5Z5

**Role Summary:**

In accordance with our values, the Employment Coach / Employer Liaison (Employment Coach/Job Developer) assists individuals from diverse backgrounds with differing needs and barriers, including persons with disabilities, by conducting on-the-job assessments, coaching, developing, and implementing action plans that moves the individual towards their employment goals. Additionally, the incumbent supports candidates by connecting with employment opportunities while working directly with employers to promote our services, determine employer needs, and propose solutions through job matching and placement of clients.

**Education:**

Completed or working towards post-secondary education from a recognized Canadian Institute or its equivalent.

- Appropriate designations, certificates and/or training relevant to the counselling field such as; College of Vocational Rehabilitation & Vocational Service Professionals Certified Vocational Specialist an asset

**Experience:**

- Minimum 2 years of Account management/Sales experience
- Working in an employment counselling environment
- Demonstrated success in achieving target outcomes
- Job Development and Employer Outreach
- Experience working with new immigrants and those identifying disabilities or other barriers to employment



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[www.agilec.ca](http://www.agilec.ca)

**Required Skills:**

- Able to work with diverse group of participants including persons with multiple barriers, establish rapport quickly and maintain effective working relationships.
- Sales presentation skills; creating and delivering presentations
- Ability to motivate and empower others through coaching and positive feedback
- High level of initiative and work well in a team environment
- Excellent communication and interpersonal skills
- Project management, organizational, and analytical skills
- Intermediate user of Microsoft Office (Word, Excel, and Outlook)
- Bilingual in French and English an asset

**Knowledge:**

- Disabling conditions and workplace accommodations
- Strong knowledge of careers and occupations, various job requirements, job search skills
- Knowledge of community and government resources available to clients and employers
- General knowledge of Employment & Human Resources Legislation and practices considered an asset
- Motivational Interview techniques and Ethical decision-making

**Hours and Duration:**

40 Hours per week during hours of operation (subject to change). Flexibility is required to support candidates outside of regular operating hours.

**Current Hours of Operation:** Monday to Friday 8:30 a.m. until 5:00 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
- Use of personal auto and valid driver's license are required; supplemental business insurance may be required. Mileage is compensated for use of personal vehicle for work-related purposes.

**How to Apply:**

Please submit a cover letter and resume by e-mail to the attention of Mike Walker, Team Leader at [jobs@agilec.ca](mailto:jobs@agilec.ca)

Important: Include **EC/EL – “Your Last Name” - PTBO** in the subject line of your email.

**Closing Date:** May 17, 2021

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.