



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  
**Status:** Full-time; Permanent  
**Address:** 370 St Andrew St W, Unit 2, Fergus, ON N1M 1N9

**Role Summary:**

Using a client centred approach, in this dual role, 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 post-secondary education in relevant field from a recognized Canadian Institute, or its equivalent
- Certification, or eligibility in one of the following: CVRP, RTWDM, RVP, or CCDP
- 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:**

- Able to work with diverse group of participants and establish rapport quickly
- Effective communication, comprehension, and active listening skills

- 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:**

- Knowledge of disabling conditions and accommodations
- Knowledge of motivational interviewing, coaching techniques, and job placement
- Knowledge of careers and occupations, various job requirements, job search skills, career planning, career counselling
- Knowledge of community and government resources available to clients
- Knowledge of local and provincial labour markets
- Ethical decision-making

**Hours of Operation:** Monday to Friday 8:30am until 4:30pm

**Travel:** Occasional travel may be required

**Hourly Rate:** Commensurate with experience

**How to Apply:** Please submit a cover letter and resume by e-mail to the attention of Christine Bearinger, Project Coordinator at [jobs@agilec.ca](mailto:jobs@agilec.ca) and please include **TL EC – “Your Last Name” – Fergus** in the subject line of your email.

**Closing Date:** September 20, 2021 at 4:30pm

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.

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