

**Two Positions**  
**Employment Specialist or Employment Supports Worker**  
**And**  
**Employment Specialist Assistant**  
**Owen Sound & area**

**1027 Hired, 326 youth volunteer placements since March 15, 2020. Contact us to Skill Up & Be Employed.**

**Are you a dynamic, energetic and creative individual who aspires to have a fulfilling career and work experience? Join the Leads Team** in providing specialized employment and skills development services for people with disabilities and / or barriers. Since 1986, Leads has placed over 20,000 individuals in employment in Southwestern Ontario. **Apply today for one of two positions!**

**1. Employment Specialist or Employment Supports Worker Summary:**

The Employment Specialist or Employment Supports Worker assists individuals with disabilities in developing and enhancing skills to seek and retain employment; assess labour markets; outreach to employers to promote employment opportunities, outreach to job seekers and the community to build trusting relationships and partnerships; provide support on and/or off job site to improve job retention; support employers in providing accommodations or clients' work related issues; maintain communication with employers, clients, advocates and community; complete required and legislated documentation. **This is a full time position – 35 hours per week.**

**Requirements you must have for Employment Specialist or Employment Supports Worker:**

- An undergraduate degree, graduate degree or Community College diploma in Business/Social Services /Human Services/Education or relevant field of study and a minimum of three years' experience in a related Business/Social Services /Human Services/Education or relevant sector.
  - **Flexibility** to work hours to accommodate clients' needs which may result in overtime.
  - **Reliable transportation** to provide services in Owen Sound and the surrounding county areas of Grey and Bruce.
  - Bilingual in French or other languages would be an asset
  - A current satisfactory Vulnerable Sector Criminal Check and First Aid / CPR and CPI certification; or be willing to obtain certification.
  - Must be legally entitled to work in Canada
  - Must be able to provide proof of two doses COVID-19 vaccination or documentation for medical exemption or reason related to protected grounds under the *Human Rights Code* as per Provincial Health Care regulations
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**2. Employment Specialist Assistant Summary:**

The successful candidate will assist Employment Specialists and support clients throughout the process of developing or enhancing pre-employment and life skills and / or securing paid employment positions and retaining these jobs. Employment Specialist Assistants help interview clients to ascertain employment and educational history, transferable skills, career goals, interests, aptitudes and abilities of clients; assist each client to develop a service plan and implement this plan; facilitate the development and enhancement of life skills and pre-employment skills; assist clients to develop job readiness skills and job search strategies; collect labour market information for clients regarding job openings and skill requirements; teach clients how to write resumes and prepare for job interviews; counsel clients on work and career-related issues; facilitate pre-employment group sessions; prepare documentation, reports and statistics as required by service funders; seek out employment opportunities for clients through employer outreach and marketing;

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provide on and off site job coaching supports and post hire follow up. As well Employment Specialist Assistants advise employers on human resource issues, job accommodation matters and pre-select candidates for interviews. **This can be a full time or part time position. Full time hours are 35 per week.**

**Requirements you must have for Employment Specialist Assistant:**

- You must meet the eligibility criteria of the funder including that you are:
    - between 15 and 30 years of age;
    - legally entitled to work in Canada;
    - and are a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration*
  - Secondary school diploma or are currently working toward an undergraduate degree, graduate degree or community college diploma in business and/or social services or equivalent and have one year of related experience in a business, social services, sales or educational setting.
  - **Flexibility** to work hours to accommodate clients' needs which may result in overtime.
  - **Reliable transportation** to provide services in Owen Sound and the surrounding county areas of Grey and Bruce.
  - Bilingual in French or other languages would be an asset
  - A current satisfactory Vulnerable Sector Criminal Check and First Aid / CPR and CPI certification; or be willing to obtain certification.
  - Must be able to provide proof of two doses COVID-19 vaccination or documentation for medical exemption or reason related to protected grounds under the *Human Rights Code* as per Provincial Health Care regulations
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**If you enjoy Working Conditions that include:**

- Influencing others and team work
- Interacting with individuals, family members, staff, visitors and government agencies;
- Travelling to provide services in clients' and employers' home location;
- Accountability driven with high level of documentation and data tracking;
- Intermittent physical activity including walking, standing, sitting, lifting and supporting clients;

**Apply today!!**

Qualified applicants should send a cover letter telling us what interests you about the role of Employment Specialist, Support Worker or Employment Specialist Assistant and resume to: [hiring.committee@leadsservices.com](mailto:hiring.committee@leadsservices.com) stating "ES/ESW or ESA – Owen Sound and Area" in the subject line.

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Leads offers competitive salary packages, an incredible work environment, and career advancement opportunities. **Wages start at \$16.00 per hour for the ESA position and range from \$20.50 to \$22.55 per hour for the ES/ESW position** depending on experience.

Leads welcomes interest from all diversity groups and is committed to accessibility and compliant to AODA. Leads will endeavour to provide accommodations to persons with disabilities in the recruitment and interview process upon request. If you are selected for an interview, please notify the hiring committee to your requirement for accommodation.

**Please note: only those selected for an interview will be contacted. Thank you for your interest.**