



JOB COORDINATOR & SKILLS COUNSELLORS

At Griffin Centre: Everybody Counts! Griffin Centre promotes positive change for vulnerable youth and adults with mental health challenges and/or developmental disabilities and their families. We are dedicated to delivering innovative services and developing creative partnerships that enhance lives and communities.

The Positions...

Job Coordinator:

We are looking for one Job Coordinator who will manage referrals to the Employment Skills Development Program, secure employer partners willing to hire youth/adults with “special needs”, match youth/adults to available jobs and provide enhanced supports to youth/adults in their work placements. They will also oversee the work placements by maintaining regular contacts with the employers and the agency; provide support to the clients; manage and maintain the budget that is required to pay the clients, etc. The Job Coordinator will keep detailed records of employer partners and will write reports for submission to the employer partner and the Centre.

Skills Counsellors:

We are looking for several Skills Counsellors who will receive hands-on experience, training and supervision in working with hard-to-serve/special needs/dually diagnosed youth/adults and youth from high needs communities. They will be responsible for assisting in planning the group activities, interviewing potential group members, accessing community resources, working with Centre/interagency staff in managing the group dynamics on a daily basis, teaching social, life, learning and job readiness skills, assessing participants’ progress, and writing individual reports at the end of the program. The successful candidates will work with the staff team in developing Social Skills, Group Work, and High Support Programs for youth/adults participating in the summer respite service. They will also be responsible for planning outings and ensuring that all supplies needed for the program are available.

The Skills Counsellor position will be paid at a rate of \$10.75 per hour.

The estimated start date for these positions is June 21, 2010.

Your Qualifications...

- You must have been registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis during the next academic year
- Between 15 & 30 years of age at time of intake selection
- Able to communicate effectively with a range of professional and non-professional individuals
- Flexible and resourceful, self-starters with the ability to work independently and as part of a team
- Sensitive to individuals with mental health and/or developmental disabilities
- Sensitive to various ethno-racial cultures and backgrounds
- Valid Ontario driver’s licence preferred

To Apply...

Please email your cover letter and resume to resume@griffin-centre.org. Please quote file # 05-10.

Please note that these positions are contingent upon funding.

We thank everyone for their interest but will only contact candidates selected for an interview. Successful candidates can expect to be called for interviews end April.

**GRIFFIN CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER.
WE VALUE DIVERSITY AND WELCOME APPLICANTS FROM ALL CULTURES, ABILITIES, AND SEXUAL
AND GENDER IDENTITIES.**