

Employment Outreach Coordinator (temporary to September 30, 2022)

Ready, Willing and Able (RWA) is a national partnership initiative of Inclusion Canada and the Canadian Autism Spectrum Disorder Alliance (CASDA). Funded since 2014, RWA is an inclusive employment initiative that supports businesses of all sizes and industries to hire inclusively. RWA has supported businesses to hire over 3,100 employees on the autism spectrum or with an intellectual disability.

Within the overall national Ready, Willing and Able (RWA) framework, the Employment Outreach Coordinator will:

- Report directly to the CEO / Executive Director (or designate) of the host organization. The Employment Outreach Coordinator is an employee of the RWA Delivery Partner agency and as such the personnel policies and procedures of the agency are applicable.

Strategic Partnership Building

- Undertake development of strategic partnerships with community employment agencies in order to adequately meet hiring demand.
- Develop and/or expand partnerships with community employment agencies to ensure equitable access to hiring demand by both persons with an intellectual disability and persons on the autism spectrum.

Employer Outreach and Engagement

- Implement the necessary labour market bridging tactics and strategies needed to expand recruitment and hiring of people on the autism spectrum or with an intellectual disability.
- Conduct outreach and follow up to businesses, across various sectors and industries, to promote the value of inclusive hiring
- Deliver presentations and information tools for business groups to promote the employment of people with an intellectual disability or on the autism spectrum.
- Provide current and accurate information on intellectual disability and/or on the autism spectrum in the workplace for employer presentations and marketing collateral for business groups to promote the employment of people with an intellectual disability or on the autism spectrum.
- Maintain ongoing relationship with RWA employers and partner employment agencies (both during and subsequent to the hiring process)
- Collect and document stories of successful hires

Job-Seeker Outreach

- Engage in a diversity of outreach efforts (e.g. presentations to post-secondary schools, family associations etc.) to connect with job seekers on the autism spectrum or with an intellectual disability for the purpose of connecting individuals to employment opportunities generated by RWA
- Provide critical systems navigation supports to job-seeking adolescents, young adults and adults with an intellectual disability or autism by connecting them to relevant employment supports and services in their community with the ultimate aim of assisting individuals in obtaining competitive employment.
- Connect with persons with an intellectual disability or autism to determine educational and work history, occupational or post-secondary interests and potential accommodation or support needs and ensure a referral is made to an appropriate service/support in the community; Maintain ongoing contact, where requested, with all clients
- Develop and maintain an up-to-date client listserv in order to share employment opportunities with job seekers

Additional Responsibilities

- Ensure adequate and ongoing information dissemination, development of required tools and resources; and development and delivery of public awareness efforts.
- Participate in national RWA communications and marketing campaign activities, as required, including use of social media, LinkedIn, etc.
- Attend monthly RWA Team conference calls.
- Liaise and maintain working relationship with RWA National Team.
- Liaise and maintain working relationship with delivery team members across the country.
- Work with other RWA Delivery Partner staff to ensure Ready, Willing and Able integrates and supports other activities and programs within the organization and its membership.
- Meet all reporting and documentation requirements of the national RWA program, including but not limited to completion of quarterly reporting and maintenance of client management data base
- Other duties as required and/or assigned

Qualifications:

- Commitment to full inclusion for people with an intellectual disability or on the autism spectrum, including the right to employment and economic participation in the community.
- At least 3 years' experience at a senior level in employment equity, diversity, and inclusion or experience in a related field.



- Knowledge of issues and barriers faced by people with intellectual disability or on the autism spectrum in accessing the labour market a must.
- Strong knowledge of local labour market issues and trends.
- Strong knowledge of the various local community-based employment organizations and/or programs
- Excellent presentation, facilitation and public speaking skills.
- Demonstrated success and experience working in a community development framework.
- Proficiency in MS Office Applications and client relationship management software. Aptitude for learning new online systems and tools.
- Must have a valid driver's license and access to a reliable vehicle.
- Post-secondary education in a related field (e.g. Human Resources, Social Services, Disability Studies, Education, Business) or equivalent experience.

Working Condition

The Employment Outreach Coordinator is a full time (35 hours per week) position within a strong value-based organizational culture and will be base out of Victoria, BC.

Compensation

Based on the annual salary in the \$60,000 to \$65,000 range.

We are strongly committed to Diversity and Inclusion and aims to create a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our organization's success.

As an equal opportunity employer, we welcome applications from all to help us build a diverse workforce which reflects the diversity of our communities, in which we live and serve.

How to Apply

Resume and cover letter can be submitted by email to info@inclusionbc.org by January 19, 2022.

