



Job Posting

South Shore Community Service Association
South Shore Work Activity Program

Instructor / Counsellor (Full-time, permanent)

Anticipated Start Date: Beginning after (January 15, 2017)

Wage Rate: \$17.65 (probationary 1040 hours) to \$18.95 (position)
(40 hours per week, Monday through Friday)

Looking for an opportunity to make a difference? Join our Team at South Shore Work Activity Program.

South Shore Work Activity Program requires an Instructor / Counselor to deliver and design employment readiness curriculum that will include computer fundamentals, résumé writing, portfolio development and career exploration as well as support the delivery of other employment readiness curriculum and services for youth and adults tackling barriers that may prevent them from finding and/or maintaining employment.

Position Summary: Primary role to design/deliver technology focused curriculum including computer fundamentals, résumé writing, portfolio development and career exploration as well as maintain a computer room. Role also supports participants in the development of soft and specific employability/employment readiness skills; assists with delivery of other work options and services curriculum as needed including janitorial and food services programming and customer service. Provides case management support and electronic/paper file management including personal counselling.

Qualifications: Preferred secondary education and training in the human services field such as Certified Life Skills Coach, Certificate or Diploma Adult Education and / or more than two years demonstrated experience working with groups and facilitating career exploration materials, life skills / personal development materials or other related field. Demonstrated teaching or training skills and familiarity with the employer community would also be assets. Excellent verbal and written communication and interpersonal skills are necessary along with a high degree of comfort with independent decision-making. Candidates should be comfortable using and integrating technology in curriculum application and delivery as well as be comfortable using a variety of tools and techniques to successfully work with individuals that may have a history of low engagement and motivation.

Standard organizational requirements including: clear criminal record/vulnerable sector check, clear driver's abstract, proof of First Aid/CPR certification, education, eligibility for a Class 4 driver's license.

Work Environment: exposure to computer video display terminals, fluorescent lighting, cleaning products, cooking equipment, photocopier toner, potential long periods of standing and movement followed by periods of desk and tablework during instruction.

Other Criteria: Able to travel within Lunenburg and Queens Counties, lifting and carrying less than 20 kg.

This position offers a cost shared group insurance plan, employer matched group RRSP, annual vacation and sick leave allowances.

Please submit a current résumé and cover letter by Wednesday, December 14, 2016 at 4:00 pm to:

Joanne DeLong, Financial/Human Resources Coordinator, PO Box 560, Chester NS B0J 1J0
902 275-2567 (fax) email: jdelong@bonnyleafarm.ca

Candidates selected for an interview will be contacted prior to December 22, 2016.

Posted: Friday, December 2, 2016