



## PURPOSE

We are partners in our clients' journey to achieving their full potential; innovators, and collaborators in the employment support, training, and skills development fields.

## MISSION

We develop and deliver innovative employment tools and training and provide outstanding services that support people on their work and personal journey.

## VISION

To inspire and advance the employment, training, and skills development ecosystem locally, nationally, and globally.

Futureworx values the power of diversity, equity, and inclusion in our workforce, our relationships and our programs and services.

We are committed to building a diverse and inclusive community, where the rights of all individuals and groups feel safe, valued, empowered, and respected for their contributions. Applications from candidates who have been historically disadvantaged and marginalized, including Indigenous peoples, black, racialized, a person with a disability, and 2SLGBTQ+ are encouraged.

## About Us...

Futureworx is a charitable organization based in Nova Scotia, whose purpose, since its inception in 1984, has been to help individuals facing employment barriers to overcome their obstacles and reach their full potential both in their community and in the workplace.

Our approach has evolved over time and today, Futureworx is a leader in developing and delivering innovative employment tools and training, always with a wholistic view that incorporates social and emotional skills or 'soft' skills development.

Futureworx has been a high-growth and innovative organization, that today delivers services in every county of Nova Scotia and every Canadian province and works with partners across the country and around the globe.



We have a **Full-Time, Term** Opportunity working 35 hours/week for an *Employer Liaison and Participant Employment Support Practitioner* who thrives in a supportive team environment and has a passion for helping others in their journey to reaching their fullest potential. This position will be based out of our Truro Campus, Work Activity Centre in Truro and reports to the Operation Manager under the direction of the CEO. This term position, covering a maternity leave, has an anticipated start date of October 9, 2023 and ending on or about March 22, 2024.

## ROLES & RESPONSIBILITIES

Responsible for the planning and implementation of effective outreach strategies with employers to inform future vocational programming needs based on local and regional labour market trends. The Employer Liaison will support participants and staff of the Work Activity Centre in identifying, obtaining, and monitoring work placement interventions. They will conduct post programming follow-up with participants and employers and serve as the primary liaison between the employer, participant, and Work Activity Centre. They will also assist in participant job coaching activities at the job placement/employment site, when required, to support participants in maximizing their employment potential.

- Develop, implement, an employer/sector engagement strategy, and outreach strategies, for the Work Center.
- Cultivate new and existing relationships, through regular employer consultation meetings.
- Develop a database of employers who provide quality work placements for targeted clients.
- Provide day to day assistance, as needed, as it relates to clients in placement settings.
- Work in collaboration with Work Centre and NSW program, to enhance existing job matching and job development activities.
- Attend Case Consultation/ ESAT meetings and provide information on the progress of participants within his/her area of responsibility.
- Consult with Centre Manager, Counsellor, and Program Instructors, regularly, to identify and address employment-based service and accommodation needs of participants.
- Conduct outreach to community-based organizations through program presentations, meetings, and attending networking events, as assigned by Centre Manager, to increase program visibility and recruitment of participants.
- Be prepared to supervise work activities in the absence of the staff member normally responsible for that area.
- Represent Futureworx at community events, career fairs, tradeshow, etc. and attend such other meetings as required.
- Conduct Work centre orientation tours for interested applicants and or community partner organizations/employers, when required.
- Coordinate work placements for assigned clients and conduct programming and employment follow up surveys with clients and employers at one (1) and six (6) month post programming.
- Maintain and prepare accurate and up to date participant files and running reports, including monthly LaMPSS client management reports.
- In cooperation with Program Instructors, prepare and monitor client individualized learning and development plans, using ESAT.

## SKILLS & EXPERIENCE

- Certificate or Diploma in Human Services or equivalent and a minimum of one (1) year of relevant employment/occupational experience.
- Proficiency using Microsoft Office 365.
- Excellent interpersonal, written, and verbal communication skills.
- Effective organizational and time management skills.
- Demonstrated ability to establish and maintain collaborative work relationships with internal and external program stakeholders.
- Committed to inclusionary practices, ethical decision making and respect for diversity.

## Futureworx believes our employees are our biggest ASSET!

We strive to recognize and reward our employees' contributions accordingly.

We offer an excellent benefit and compensation package:

\$25.16 - \$28.33 /hour, based on 35 hours/week

Earn 1.25 days/month for vacation

Paid holidays including STAT holidays (based on eligibility)

3 Personal Days annually upon eligibility

Earn 1.25 days/month sick time

Professional Development

Diversity, Equity, Inclusion Council

Accessibility Committee

Employee Assistance Program



**Quarterly "Champion" Award**

## WANT TO JOIN OUR TEAM?

- If you are interested in joining our team, please send your cover letter and resume via email to Aaron Devine, Operations Manager, at [aarond@futureworx.ca](mailto:aarond@futureworx.ca) . If you wish to self-identify as a candidate from an under-represented group, please do so in your cover letter.
- Applications will be accepted until 4:00pm on Tuesday September 26, 2023.
- Only candidates who have been selected for an interview will be contacted.
- All offers of employment are conditional upon a clear criminal record check.

We look forward to hearing from you.