



Location: Valley Region

Start Date: May 27, 2024 (permanent position); August (term)

Job Posting: Personal Development Coach/Facilitator 2 positions: one ongoing, one term for maternity leave

Founded in 1986, PeopleWorx Society is a non-profit, registered charity located in Coldbrook, Nova Scotia. Our mission statement is "Working together to overcome employment obstacles!" The mission is achieved through the delivery of a broad range of employment-related services and programs to the residents of West Hants, Kings and Annapolis Counties. Membership includes representatives from the areas of government, business, education, health, corrections and community services.

Reporting to the Annapolis Valley Work Centre (AVWC) Manager, the **Personal Development Coach/Facilitator** is a member of a dynamic team involved in the development, delivery, and administration of employment-related, individualized personal programs and services for clients of the AVWC.

Major Responsibilities/Duties:

Program Development and Delivery

- Initiate and deliver information sessions in pursuit of applicant/community awareness.
- Ongoing development and design of new curriculum for the Personal development program, as well as modifying and adjusting materials to meet the vast array of participant needs/learning styles and necessary accommodations
- Daily facilitation of curriculum materials which enhance work readiness in the area of personal development and "Essential Skills" including self-awareness, interpersonal skills, employability skills, and customer service
- Facilitate training
- Maintain up to date statistics regarding the Personal Development Program
- Present ESAT materials and timelines to staff and participants
- Demonstrate leadership

Individual Coaching

- Provide regular and on demand coaching for participants as necessary
- Recognize and act on opportunities to provide advocacy and support

- Identify potential barriers to participants success and create action plans in partnership with the participant
- Provide feedback as required to foster success and confidence
- Provide appropriate professional referrals to community supports
- Conduct timely intake interviews
- Provide risk assessment and safety planning
- Maintain accurate and up to date case notes and case files
- Communicate basis of case planning with the AVWC team to ensure continuity of services
- Participate in individual and group coaching as it applies to participant growth and development.

2. Supervision/Evaluation

- Identification of participant needs and development of individualized learning plans as a part of an Individual Program Plan (IPP) process, in consultation with participants and other staff, based upon ongoing assessment and participant goals
- Motivate learners, support individuals in personal exploration, modify program to meet individuals expressed and/or observed needs
- Work with participants possessing very diverse life experiences with sensitivity and compassion
- Provide constructive feedback, as required, to challenge opportunities for growth
- Prepare and compile written reports, evaluations, statistics and recommendations and share with appropriate support professionals as necessary.
- Monitor participant progress and update documents as needed.
- Ability to motivate through client-centered practice
- Liaise with relevant community stakeholders regarding participant progress, goals and challenges
- Create participant progress packages for community stakeholder's meetings
- Participant advocacy and transition planning

Teamwork and Communication

- Coverage in other areas of the program as required --- monitor and/or instruct classes of other staff when they are absent
- Attend staff/ unit meetings; participation in other committee work as required
- Adaptable to changing situations
- Demonstrate a positive attitude toward co-workers
- Other duties as required

Qualifications:

1. Education

- A demonstrated commitment to diversity and inclusion is essential. They must possess related professional academic qualifications, formal certification, diploma or degree in counselling, teaching/training would be an asset, relevant work experience and a familiarity with adult learning principles. A strong knowledge of community resources is an asset. The responsibilities assigned to the position require a professional with integrity, an innovator, a strong communicator and interpersonal sensitivity, who is committed to the development of participants.
- PeopleWorx has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, Women in occupations or positions where they are under-represented and individuals who identify as 2SLGBTQ+. If you are a member of one of the equity groups, you are encouraged to self-identify, on your cover letter, or on your resume
- Mandt, NVCI, First Aid and CPR would be an asset

2. Experience

- Proven experience in coaching/providing guidance to individuals
- Experience in teaching adult learners and adult learning principals
- Experience working with disadvantaged adults/who have very diverse life experiences
- Familiarity working with adults with a wide variety of learning styles
- Ability to prioritize and organize
- Proficient in computer skills to include word processing, e-mail and Internet information technology
- Demonstrated awareness of community resources
- Experience in facilitation of groups with a strength based approach
- Experience in working on a multidisciplinary team

3. Skills

- Excellent written/oral communication skills
- Able to take initiative and perform with minimum supervision
- Team player with demonstrated interpersonal and problem-solving skills
- Serving as an appropriate role model for participants by maintaining professional conduct at all times
- Positive and affirming nature with proven conflict resolution skills
- Creativity, innovation, and ability to maintain an open minded approach to others
- Open to new challenges and willing to learn new things
- Loyal to staff and organization as demonstrated by being responsible with confidential client information, respectful of others, punctual and reliable, and by maintaining a positive attitude towards work responsibilities

Job Context:

- Full-time, located in Coldbrook NS
- 8:30 a.m. – 4:30 p.m., Monday to Friday with occasional overtime required.
- Six month probationary period
- Clear criminal background check for the vulnerable sector and Child Abuse Registry Check required
- Valid driver's license, reliable vehicle, and valid insurance with endorsement for occasional use for work and transporting clients.

Please submit your resume, cover letter and references to resume@peopleworx.ca by Friday, May 17 at noon; references will only be contacted following a successful interview.