



**Canadian Mental
Health Association**
Newfoundland and Labrador

Job Coach **21 Hours per week**

The Canadian Mental Health Association – Newfoundland and Labrador Division is seeking a **Job Coach**. Job coaches will provide one-on-one support to participants at the work site. They will promote the program to potential employers, and support the employer who is accessing the wage subsidy by being readily available to be at the workplace and assist with training, orientation and performance goals.

Key Responsibilities:

- Develop list of work sequence, written instructions and break down of tasks to assist client in performance of job duties.
- Train and support participants at the work site.
- Utilize coaching techniques such as prompting, modeling reinforcements, and teaching self monitoring techniques.
- Assist participants with completing their Return to Work Action Plans.
- Work with participants in meeting job performance requirements and in establishing positive workplace relationships.
- Work with the staff and participants to ensure successful job placements, including identification of accommodation requirements.
- Complete and submit timesheets and expense forms in a timely manner.
- Utilize a strengths-based approach.

Qualification Requirements:

- Post secondary education in Social Services/Mental Health sector completed or in progress.
- Rehabilitation work experience and experience working in a vocational/employment setting is an asset.
- Understanding of mental illness and barriers faced when transitioning to work.
- Understanding of the Recovery Principles and their application in the community mental health setting.
- Excellent communication skills with the ability to engage employers and advocate for clients.

A driver's license and access to a vehicle is required.
Flexible schedule; some evening and weekends are required.

Please forward cover letter and resumé through email to:

Linda Beck
Canadian Mental Health Association, NL Division
70 The Boulevard, First Floor
St. John's, NL A1A 1K2
Email: lbeck@cmhanl.ca

Deadline: Close of business Wednesday, November 18, 2015

The Canadian Mental Health Association is an equal opportunity employer. People with lived experience are encouraged to apply.