



# CAREER OPPORTUNITY

INTERNAL / EXTERNAL

**Classification:** Field – Level 5  
**Location:** Battlefords Campus

**Title:** Job Coach  
**Competition #:** 81-BC-2324

**Date Posted:** November 21, 2023  
**Term:** ASAP – June 28, 2024  
Full-Time, Temp, Leave Replacement

**Closing Date:** December 5, 2023 at noon  
**Salary Range:** As per the Collective Agreement  
Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

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## Main Responsibilities:

Reporting to the Manager Student Services and Meadow Lake Campus, the Job Coach provides support for students in developing their workplace skills and exploring workforce opportunities. The Job Coach works with business and industry to encourage their participation in the learning process. The Job Coach is responsible for:

- ◆ Develops understanding of the employment community and potential opportunities.
- ◆ Encourages employers to participate in workplace exposure activities.
- ◆ Plans and organizes activities to assist students in learning about careers and local employment.
- ◆ Liaises with employers to interpret employer needs, communicate objectives of workforce exposure project and student expectations.
- ◆ Develops a working relationship with students to learn their career interests, ascertain barriers, and encourage participation in workplace exposure activities.
- ◆ Organizes work placements and ensures agreements with all parties are in place.
- ◆ Monitors progress, coaches students during work placements and provides required reports.
- ◆ Prepares and assists students looking for paid employment.
- ◆ Develops and facilitates workshops to prepare students for entering the workforce.
- ◆ Collaborate with College staff and partners to facilitate program objectives, improve the quality of programs and enhance the College's effectiveness and image.
- ◆ Maintains accurate records in accordance with North West College requirements.
- ◆ Performs other responsibilities as may be assigned to contribute to the success of student learning, workforce exposure activities and a positive participation experience.

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## Qualifications, Skills, Abilities and Experience:

- ◆ Two years post-secondary training with major course emphasis in the Human Services or Work Preparation/Life Skills Certification from a recognized post-secondary institution.
- ◆ Minimum one year of experience in a life skills/job coaching position or supervisory position,
- ◆ or as student support, youth care worker, counselor or social worker role providing practical understanding and awareness of behavioural indicators and patterns.
- ◆ Demonstrated experience in working with multi-barrier populations.
- ◆ A combination of education and experience applicable to the position assignment may be considered.
- ◆ Knowledge of multicultural beliefs, values and perspectives with emphasis on First Nations and Metis and ability to work in a cross-cultural environment, promote and encourage diversity, individual dignity and mutual respect.
- ◆ Knowledge of and ability to use office software, such as Microsoft Word and email, entry level excel, power point and the internet and to use office equipment.
- ◆ Ability to establish and maintain a network of community contacts and partnerships with local business and industry in order to maintain awareness of employment opportunities.
- ◆ Ability to plan and conduct interviews with individuals in order to gather relevant information and encourage their willingness to participate and be successful in a work placement.
- ◆ Ability to develop, deliver and evaluate workshops and provide individual employability counseling to enable students to develop and improve their employability.
- ◆ Ability to plan, organize, schedule, and prioritize work taking into account interruptions, conflicting and changing priorities in order to meet deadlines.
- ◆ Ability to work independently as well as collaboratively.
- ◆ Ability to familiarize oneself with, and engage the employment communities served.

- ◆ Ability to communicate in a professional manner and encourage employers to participate in student workplace exposure activities.
  - ◆ Ability to work cooperatively and coordinate workforce exposure activities and outcomes with internal and external stakeholders to meet College goals and objectives.
  - ◆ Ability to resolve conflict. Ability to ask questions to determine underlying motivation that will shape other's actions or decisions, developing an understanding of concerns that can interfere with successful outcomes, and demonstrating a sensitivity to the concerns.
  - ◆ Ability to verbally and in writing communicate, clearly and concisely to a variety of audiences, in order to persuade, build support, educate, and promote understanding.
  - ◆ Must possess a valid Saskatchewan Driver's License and be willing to travel primarily within the province.
  - ◆ Ability to lift and carry boxes and supplies for rural sites. The boxes weigh approximately 25 lbs.
  - ◆ A recent, satisfactory Criminal Record Check, with the Vulnerable Sector Search is a requirement for this position.
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If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

**Submit Applications to:**

Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax:306.445.2254

**Please Quote Competition #81-BC-2324**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)