Employment Navigator

**Employment Status:** Full-time, permanent

**Hours of Work:** Monday to Friday, 40 hrs/week

**Location:** 386 Windmill Road, Dartmouth NS, offsite/community meetings

ABOUT US

LakeCity Works supports people living with mental illness to build on their strengths, take on responsibilities and access work experience, education and employment. As well as our employment support and therapeutic services, we also operate several social enterprises. We’re best known for our flagship enterprise, LakeCity Woodworkers, where we produce beautiful solid wood furniture. Our other ventures are equal sources of pride and include LakeCity Plastics, Woofingtons of LakeCity, LakeCity Helpers, Reboot, and Firestarters, all of which are introduced in more detail on our group website www.lakecityworks.ca. We’re an active, entrepreneurial, impact-driven organization and every day we live our vision to empower people to be their best selves and thrive.

We are committed to creating an environment of belonging for all. We welcome the unique contributions of all suitably qualified persons regardless of their race, sex, gender identity and expression, disability, religion/belief, sexual orientation or age.

ABOUT THE ROLE

The Employment Navigator works with individuals to find and pursue employment-related opportunities by identifying their individual needs, vocational strengths, and barriers, and developing employment plans based on goals and aspirations. Working closely with case managers and employment partners, the Employment Navigator is a key member of a collaborative team that provides support services and advocacy for individuals in their efforts to connect with community resources, training opportunities, and meaningful employment.

All members of the LakeCity team are required to possess empathy and understanding for individuals living with mental illness, and a natural inclination to interact with others with respect and professionalism.

**KEY RESPONSIBILITIES**

* Assist participants to establish career goals, provide job search recommendations, interview preparation using mock-interviews or review potential interview questions, job maintenance, skills identification and enhancement, education plans and being able to identify and access resources for their own self-guided career development strategies where applicable
* Identify participant strengths, aptitudes, and barriers to employment
* Collect labour market information for participants regarding job openings, entry and skill requirements and other occupational information
* Connect with participant support team, which includes but not limited to Social Workers, Case Workers, Occupational Therapists and Residential Counsellors
* Advocate on participant’s behalf with potential employers and educational programming representatives
* Work with various software applications and databases including LaMPSS.
* Provide accurate reports and assessments in a timely manner
* Be able to take on other duties commensurate with the role as required

WHO YOU ARE

**KEY ATTRIBUTES**

* Outstanding communication and interpersonal skills
* Excellent organizational and problem-solving abilities
* Motivated to make a difference in people’s lives, resourceful and creative
* Respect for diversity and individuality
* Cultural awareness and sensitivity
* Up-to-date knowledge of community resources and services

**ADDITIONAL REQUIREMENTS**

* Vulnerable Sector and Criminal Record Checks are required due to the nature of our work and the people we serve
* Reliable access to transportation for community engagement meetings and events
* Physical Abilities:
	+ Must have the ability to walk for up to 60 minutes
	+ Must have the ability to stand for up to 60 minutes
	+ Must have the ability to sit for up to 60 minutes
	+ Must be able to lift up to 50lbs unaided, when occasionally requested

**Disclaimer: This advertisement is not designed to cover or contain a comprehensive list of all possible activities, duties or responsibilities of the role. Activities may change or be assigned at any time with or without notice, commensurate with the level of this role and the requirements of the organization.**