

## **Labour Market Facilitator**

The PEI Association for Community Living (PEI ACL) is seeking a Labour Market Facilitator for its Ready Willing and Able project.

Full time contractual position until September 2017

The PEI ACL in partnership with the Canadian Association for Community Living (CACL) and the Canadian Autism Spectrum Disorder Alliance (CASDA) is embarking on a labour market initiative called, Ready, Willing and Able (RWA). The RWA initiative is a 3-year Pilot Project designed to build employer capacity and demand to hire people with developmental disabilities, including Autism Spectrum Disorder (ASD); link employers with employment agencies and supports; and assist in the development of education and public awareness tools to promote the increased employment of people with developmental disabilities. The project will be delivered in selected communities within (insert name of province/territory).

The Labour Market Facilitator position will work to promote social change and increase the employment level of people with developmental disabilities. This position will develop relationships with and collaborate with employers, community employment agencies, autism organizations, local ACLs, government and community agencies to create meaningful and equal opportunity for employment for people with developmental disabilities.

### **Duties and Responsibilities:**

- Reports directly to the Executive Director of the PEI ACL, and serves as a member of the Senior Staff Team within the Association
- Develop labour market bridging strategies needed to expand recruitment and hiring of people with developmental disabilities.
- Support outreach and partnership development with and between employers and agencies at the provincial and community levels.
- Conduct outreach and follow up to employers and employer organizations at the provincial and community levels, via the organization and delivery of Employer Awareness Forums and/or other employer engagement and information strategies.
- Develop and/or expand partnerships with community agencies for delivery of employment supports to meet employer demand; and facilitate employment placements to meet employer demand, as required.
- Develop relationships with key community stakeholders and implement strategies for activation of key elements of the employment strategy such as transitional planning, employer confidence and capacity, employer-to-employer networks, entrepreneurship, and inclusive post secondary education.
- Ensure adequate and ongoing information dissemination, development of required tools and resources; and development and delivery of public awareness efforts.
- Engage in the needed policy and partnership development with relevant government departments and policy makers.
- Develop and sustain relationships with employers, agencies and various community partners to

further enhance and develop the RWA initiative.

- Provide project management, administration, budget and expenditure monitoring as related to project implementation.
- Represent the Association at tables where employers, stakeholders and others meet to lead innovative approaches to how people with developmental disabilities can access employment.
- Collect and document stories of successful employment outcomes as related to RWA project.
- Meet all reporting requirements of the national RWA program
- Liaise with the National Project team, and attend national meetings as required.

**Qualifications:**

- Commitment to full inclusion for people with developmental disabilities, including the right to employment and economic participation in the community.
- Experience at senior levels building relationships with diverse groups and interests.
- Project development, management and evaluation experience.
- Strong outreach, organizational, communication and team work skills.
- Knowledge of social media applications and some related experience with education and awareness campaigns.
- Demonstrated success and experience working in a community development framework.
- At least 3 years experience at a senior level in facilitation of employment outcomes, or experience in a related field. Knowledge of issues and barriers faced by people with developmental disabilities in accessing jobs in the community a must.
- Strong knowledge of local labour market issues and trends.
- Superior oral and written communication skills, excellent time management skills with the ability to multi-task in a fast paced environment.
- Proficiency in MS Office Applications; and/or MAC computers.
- Must have a valid driver's license and access to a reliable vehicle.
- Willing to travel in and out of province.
- Post-secondary education in a related field or equivalent experience.

Applications due before September 5<sup>th</sup>, 2014

We thank you for your interest. Only those selected for interviews will be contacted. If you are interested in applying for the position, please forward your resume and covering letter to Bridget Cairns, Executive Director by mail to PEI ACL 13A Myrtle Street, Stratford PE C1B 1P4.