



**Case Manager/Career Practitioner
Designated for African Nova Scotians or Persons of African Descent
Case Manager/Career Practitioner**

Our Opportunity

In collaboration with St. Francis Xavier University Extension Department Centre for Employment Innovation (CEI) and the Nova Scotia Career Development Association (NSCDA), TEAM Work Cooperative welcomes interest for a Case Manager/Career Practitioner position as part of the Nova Scotia Works Diversity and Inclusion Project - Phase 1 African Nova Scotians and People of African Descent.

The Participatory Action Research (PAR) framework being used in the NS Works Diversity and Inclusion Project - Phase 1 African Nova Scotians and People of African descent, requires an individual who self-identifies as African Nova Scotia / of African Descent for this position.

PAR “seeks to understand and improve the world by changing it. At its heart is collective, self-reflective inquiry that researchers and participants undertake, so they can understand and improve upon the practices in which they participate and the situations in which they find themselves. The reflective process is directly linked to action, influenced by understanding of history, culture, and local context and embedded in social relationships. The process of PAR should be empowering and lead to people having increased control over their lives” (Baum, MacDougall & Smith, 2006, p.854).

TEAM Work Cooperative believes that communities, however one defines them, hold the knowledge needed to solve their challenges; we emphasize the use of First Voice data gathering and analysis techniques. In this project, the community is made up of the Nova Scotia Works system, especially the African Nova Scotians and People of African descent career development practitioners already working within it. As such, this opportunity for African Nova Scotians and People of African descent will provide space to develop an exciting career and be mentored along the way.

About Us

TEAM Work Cooperative Ltd., is an innovative and dynamic organization with 22 years of experience in providing employment programs and services to residents of the Halifax Regional Municipality, is currently seeking to fill a full time 2-year term Career Practitioner position. Reporting to the Operations Manager, the Career Practitioner provides services within the Nova Scotia Works Employment Services Centre service model, to all clients with the goal of increasing employability by conducting needs assessments; identifying barriers to employment; developing plan to address barriers; monitoring and evaluating plans; adjusting plans as needed and to provide follow-up and support to clients. TEAM Work will assist the candidate in becoming a Certified Career Development Practitioner and obtaining their Career Development Practitioner Specialization Certification.

You will be responsible for

Under the direction of the Operations Manager they will be expected to:

- Conduct initial intake duties including gathering and documenting relevant client information in LaMPSS (ex: employment history, educational background and career goals), and providing information on services.
- Perform Needs Assessment to identify/ address barriers to employment, develop Return-to-Work-Action Plan (RTWAP) and RTWAP Management.
- Counsel clients through various employability dimensions including career decision making, job search, job maintenance, skills enhancement and being able to identify and access resources, planning and management of their career-life development.
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of clients.
- Collect labour market information for clients regarding job description, entry and skill requirements, employment outlook and other occupational information.
- Assess need for assistance such as diagnostic referrals (ex: career counseling, accommodation assessment, psycho-educational assessments etc.).
- Support the client in creating and submit funding applications – monitor client progress, address any issues that may arise, etc.
- Monitor and evaluate RTWAP, adjust as needed.
- Provide follow-up services and support to clients to complete case life cycle.
- Provide individual job search sessions to help clients develop job readiness skills, job search strategies, and resume, cover letter and interview skills.
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change.
- Adherence to inclusionary practice, ethical decision making and respect for diversity.

Your Story

This could be the right job for you if you have the following skills and experience:

- Must be a member of the African Nova Scotian Community or Persons of African Descent.
- Experience working with persons from diverse background with varying barriers to employment.
- Strong time management skills.
- Strong computer skills including proficiency with Microsoft Word, Excel, Teams etc.
- Strong people and communication skills including active listening and note taking.
- Ability to connect and support individuals in job and career support.
- Knowledge or willingness to learn about employment/career related services, programs and interventions.
- Ability see to problems solve effectively connecting with applicable resources.
- Knowledge or willingness to learn about Labour market information and apply it to a case load.
- Knowledge of Mental Health Awareness to support both your clients and yourself.
- Knowledge of computer office software i.e (Microsoft Word, Excel, Outlook).
- Access to reliable transportation.
- Must have a clear Vulnerable Sector Check and Criminal Record Check.
- Good knowledge of Community Organizations, Service Providers, and Referral Agencies.
- Ability to access and effectively use information and communications technology.
- Excellent communication skills both verbal and written.
- Commitment to professional development and career self-management.
- Must be willing to complete and maintain required training & certifications.
- Ability to work independently, as well as part of a team.

To Apply for this position, email your resume and cover letter as one document to the address below with the email subject line, *Case Manager Position 2020* to:

Judy Turner
jturner@teamworkbridge.org

Please note that only emailed applications will be considered.

Deadline for Submissions: October 16th, 2020 at 4pm.

We thank you for your interest in NS Works TEAM Work Cooperative; however, only candidates selected for an interview will be contacted. References will only be contacted for those that have been selected for an interview.