

Job Opportunity

Human Resource Department



Administration office:

99 Ottawa Street South

Kitchener, ON N2G 3S8

www.kwhab.ca

Phone: (519) 744-6307

Fax: (519) 571-1629

- Are you looking for a career that will have a meaningful impact and make a difference in people's lives?
- Do you believe that people with developmental disabilities make positive contributions to their community?
- Are you someone who can see the possibilities in others, and is eager to support them in reaching their full potential?

If you answered "yes" to the questions above, please keep reading!

Employment provides us all with the opportunity to earn money, learn new skills, build new relationships and feel a closer connection to our community. People with developmental disabilities who want to work, can be gainfully employed and earn competitive wages.

NEW

Project Supervisor "Career Compass KW"

(May 2017-March 2019)

The Project: This project ("Career Compass KW") involves transforming employment supports for people with disabilities by replicating a successful employment model developed by a partner agency. The project will also include developing cross-sector partnerships with local educational institutions (e.g., school to work transition programs) and employers in the area. The Person: The Project Supervisor will use project management tools to coordinate all the resources required to monitor the project budget, outcomes, indicators of success, and evaluation. The Project Supervisor will establish, co-ordinate and support the project advisory committee and project sub-committees to launch "Career Compass KW", act as a point of contact and communicate project status to all stakeholders, model and promote the marketing and awareness plan, provide training, leverage working relationships to collaborate and establish a community strategy that promotes employment for persons with disabilities.

Qualifications:

- Post-secondary education in a combination of human services and business administration/marketing and community development (equivalencies of training and experience in a related discipline will be considered)
- Proven project coordination experience and demonstrated understanding of project management concepts including planning and schedule management
- Experience delivering training at a variety of levels
- Able to demonstrate creative problem-solving and decision-making, initiative, leadership, change management, relationship/network building, and strategic thinking
- Experience working with people who have developmental disabilities
- Strong verbal and written communication skills including those related to program evaluation and report writing
- Well-developed computer skills (e.g., MS Office, internet, e-mail)
- Valid G/G2 driver's licence and use of personal vehicle in the course of employment

Hours: 40 hours/week - Flexible work schedule that may include evenings and weekends

Closing Date for Applications: April 24, 2017

Forward Applications to:

Human Resources

c/o KW Habilitation, 99 Ottawa Street South, Kitchener, ON N2G 3S8

E-mail: humanresources@kwhab.ca Fax: 519-571-1629

Visit our Website: www.kwhab.ca

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, KW Habilitation seeks to provide accessibility in the recruitment and selection process to applicants with disabilities. Applicants should inform Human Resources of the nature of the accommodation(s) that may be required with respect to any materials or processes used to ensure their equal participation.

We thank all applicants; however only those selected for an interview will be contacted.