



## New Leaf Enterprises Program Instructor

### About Easter Seals Nova Scotia

Easter Seals Nova Scotia is a not-for-profit organization that advocates for a barrier-free Nova Scotia and delivers high-quality programs that promote mobility, inclusion, and independence for children, youth, and adults with disabilities. Based in Halifax, our charity helps thousands of Nova Scotians annually. To find out more about our work and the people we serve, please visit [www.easterseals.ns.ca](http://www.easterseals.ns.ca). 'Like' us on Facebook, and follow us on Twitter @eastersealsns.

### The Opportunity

New Leaf Enterprises, Easter Seals Nova Scotia's job skills training and employment program, seeks an enthusiastic, flexible, and dedicated professional as our Program Instructor. The successful candidate will be organized, self-motivated, experienced and comfortable in individual program planning, possess excellent written and oral communication skills and is a strong advocate for persons with disabilities. The successful candidate enjoys working in a busy environment while managing multiple priorities and relationships.

Specifically, this position involves supporting clients in the development of skills related to increased independence and enhanced community involvement. The successful candidate will work with clients one-on-one and in small groups to improve basic work skills and habits, develop skills required to produce items for sale through our Social Enterprise and enhance math and literacy skills related to success in the workplace.

The Program Instructor will report to the Executive Director, New Leaf Enterprises.

### Key Responsibilities

- Assess client skill levels related to work habits, literacy and participation in Social Enterprise
- Participate in the process to identify vocational goals for program clients
- In cooperation with the staff team, coordinate client involvement in various program areas to ensure individual vocational goals are achieved
- Support clients in the production of items for sale in the retail space in our centre
- Play an active role in the marketing of our Business Services and Social Enterprises
- Assist clients with the operation of the general program area and the retail space
- Work with clients to ensure a clean and safe workplace
- Maintain regular communication with staff team re: client training, schedules, concerns and support required

## Qualifications

- Post-secondary education in an appropriate discipline or combination of education and experience related to skills training
- Professional qualification including core competencies and training standards as identified by the NS Department of Community Services
- Demonstrated strength in written communication skills, with an emphasis on accuracy and grammar
- Excellent oral communications skills
- Must be a collaborative team player, with flexibility to assist in other New Leaf Enterprises and Easter Seals Nova Scotia programs as needed
- Ability to work under pressure while managing multiple priorities and deadlines
- Very strong organizational skills
- Effective computer skills in record keeping and data base management
- A passion for supporting Nova Scotians with disabilities is a must
- Valid Nova Scotia driver's license and clean driver's abstract
- Minimum three years related experience

## Hours of Work

This is a full-time, one-year contract position, with the possibility of renewal.

**The deadline to apply for this position is 4 pm, Friday, February 8, 2019. Please submit a cover letter expressing your interest in this position and a résumé to [v.dale@easterseals.ns.ca](mailto:v.dale@easterseals.ns.ca)**

*Thank you to all applicants for your interest in New Leaf Enterprises / Easter Seals Nova Scotia however, only those selected for an interview will be contacted.*