

Communitas - Staff Position Description
SUPPORT STAFF

TITLE: CommCrew Work Coach

REPORTS TO: Social Enterprise Manager

POSITION SUMMARY

The CommCrew Work Coach trains, supervises, and supports a work crew of people with disabilities to gain experience and develop their job readiness. They also liaise with a variety of community members to schedule work projects that care for their building and property needs.

CommCrew is a social enterprise operated by Communitas, which provides employment training to people with disabilities. We do this by offering landscape and property maintenance services in Abbotsford that include hedge and tree trimming, leaf collection and removal, exterior pressure washing, window washing, parking lot and driveway maintenance, and seasonal clean-up.

SPECIFIC DUTIES

- Provide specific job training around landscaping and property maintenance to work crew members with varying levels of abilities
- Identify any possible accommodations or special needs that persons in the work crew might need prior to project start and work with the Employment Specialists to address them
- Assist work crew members to develop any needed transferable job skills and identify areas that require additional training for maintaining part-time/full-time work in the community
- Ensure work crew members are displaying appropriate workplace behavior and report any significant changes in behavior or wellbeing to their Employment Specialist
- Monitor work activities to ensure instructions are followed and schedules are maintained daily
- Maintain current and accurate documentation regarding work crew members' training progress and outcomes as required
- Work with Communitas' facilities maintenance team and managers to identify strategic work projects
- Identify workplace hazards, assess related risk and follow risk minimization processes to ensure minimal workplace injuries and incidents
- Meet with organizations within the community to find opportunities for new work contracts
- Perform site visits and project quotes for prospective customers
- Complete various administrative functions including project invoicing, tracking training hours, etc.

REQUIREMENTS

- Experience using hand tools and power tools
- Proven experience with supported, customized, and self-employment for people with varying abilities
- A philosophy of service that is in line with Communitas' vision, mission and values
- Ability to be motivational and positive while coaching work crew members
- Ability to develop rapport quickly and effectively with employers and job seekers
- Excellent teamwork skills maintaining honest, direct and respectful working relationships; as well as being able to work independently
- Outgoing personality that can develop relationships and positively represent Communitas to the business community and potential employers
- Excellent communication and mediation skills, excellent interpersonal skills
- Administrative and computer skills as required to complete reporting, etc.
- Ability to manage emergencies/crises in a calm and effective manner taking all precautionary measures
- Possession of current Emergency First Aid with CPR-C certificate
- Class 5 Drivers License