



# CAREER OPPORTUNITY

INTERNAL / EXTERNAL

**Classification:** Field – Level 5  
**Location:** Battlefords Campus

**Title:** Job Coach  
**Competition #:** 101-BC-2526

**Date Posted:** January 9, 2025  
**Start Date:** ASAP  
Full-Time, Permanent  
(1950 Hours)

**Closing Date:** January 21, 2025, at noon  
**Salary Range:** As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

---

## Main Responsibilities:

Reporting to the Student Service Coordinator, the *Job Coach* provides support for students in developing their workplace skills and exploring workforce opportunities. In performing these duties, the Job Coach aligns their work with the principles of the Indigenization Charter. They also work with business and industry to encourage their participation in the learning process. The Job Coach is responsible for:

- ♦ Actively researches employment trends and identifies potential opportunities.
- ♦ Encourages employers to participate in workplace exposure activities.
- ♦ Plans and organizes activities to assist students in learning about careers and local employment.
- ♦ Liaises with employers to interpret employer needs, communicate objectives of workforce exposure project and student expectations.
- ♦ Develops a working relationship with students to learn their career interests, ascertain barriers, and encourage participation in workplace exposure activities.
- ♦ Organizes work placements and ensures agreements with all parties are in place.
- ♦ Monitors progress, coaches students during work placements and provides required reports.
- ♦ Prepares and assists students looking for paid employment.
- ♦ Develops and facilitates workshops to prepare students for entering the workforce.
- ♦ Collaborates with College staff and partners to facilitate achievement of program objectives, improve the quality of programs and enhance the College's effectiveness and image.
- ♦ Maintains accurate records in accordance with North West College requirements.
- ♦ Other Duties as assigned

---

## Qualifications, Skills, Abilities and Experience:

- ♦ Two years post-secondary training with major course emphasis in the Human Services or Work Preparation/Life Skills Certification from a recognized post-secondary institution.
- ♦ Minimum one year of experience in a life skills/job coaching position or supervisory position, or as a student support, youth care worker, counselor or social worker providing practical understanding and awareness of an individual's patterns & behavioral indicators.
- ♦ Demonstrated experience in working with multi-barrier populations.
- ♦ A combination of education and experience applicable to the position assignment may be considered.
- ♦ Demonstrated ability to connect and engage with diverse audiences.
- ♦ Demonstrated ability to facilitate groups with differing opinions, experience and backgrounds.
- ♦ Superior organizational and time management skills.
- ♦ Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- ♦ Ability to provide services in a student-centered approach.
- ♦ Demonstrated skills in collaborative problem solving, analysis, and leadership.
- ♦ Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- ♦ Ability to establish and maintain a network of community contacts and partnerships.
- ♦ Ability to develop, deliver and evaluate workshops and provide individual employability counseling to enable students to develop and improve their employability.
- ♦ Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- ♦ Critical thinking skills.

- ◆ Must possess a valid Saskatchewan Driver's License and be willing to travel primarily within the province.
  - ◆ Ability to lift and carry boxes and supplies for rural sites. The boxes weigh approximately 25 lbs.
  - ◆ A satisfactory Criminal Record Check is a condition of employment with the College.
- 

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

**Submit Applications to:**

Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax:306.445.2254

**Please Quote Competition #101-BC-2526**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)