



## **EMPLOYMENT COACH**

The Mustard Seed is a Christian humanitarian organization whose vision is to: Build community, grow hope and support change. Following the example of Jesus, our mission is to deliver basic services, housing and employment programs to those in need and to partner with the community to address the root causes of poverty.

We are seeking enthusiastic individuals to work in a fast-paced, multi-task environment. At The Mustard Seed, you will have the opportunity to participate in a team that is committed to providing care with respect, and nurturing the seeds of change in the lives of our guests and residents.

### **POSITION SUMMARY**

The Employment Coach works collaboratively with other members of the Employment Team, Employers, and other Mustard Seed departments, to successfully employ guests.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Work effectively and competently in moving guests toward The Mustard Seed's employment goals.
- Adhere to IPS/CTI protocol when interacting with guests.
- Adhere to Employment Centre coaching protocol when interacting with guests
- Collaborate closely with the Employment Intake Facilitator and Employment Developer to link guests to potential employers.
- Set employment goals and graduation date with guests and review every two months using the Workstar assessment tool.
- Provide support and crisis intervention to both guests and employers as necessary.
- Document guest interactions and progress on HMIS.
- Track specified employment program data and report weekly.
- Work collaboratively with other program areas of The Mustard Seed and refer guests to their case managers when needed.
- Provide input into program evaluation.
- Attend meetings and training as required.

### **DESIRED QUALIFICATIONS & EXPERIENCE**

- Social Work or Human Services degree/diploma.

- 1 year related work experience
- Able to maintain boundaries
- Ability to set clear guidelines with clients and hold them accountable
- Strong working knowledge in Microsoft Office Programs (i.e., Word, Outlook, Excel, etc.).
- Valid Driver's License (Class 5).
- Access to reliable vehicle.
- Excellent organization and time management skills.
- A strongly motivated self-starter with the ability to work in a cross-functional team.
- Ability to accomplish goals with minimal supervision.
- Excellent written, oral, and interpersonal skills.

### **WORKING CONDITIONS**

- Office setting with frequent off-site meetings.
- Working in and amongst a diverse group of individuals.
- Fast paced and demanding work environment.
- Some travel is required. Mustard Seed vehicles are available for booking.

### **ADDITIONAL INFORMATION**

- This is a permanent fulltime position.
- Location = The Mustard Seed Calgary downtown.
- Start date is ASAP.
- As we are a Christian ministry, we require our employees to agree with and sign our statement of faith.
- We have an excellent benefits plan when regular full-time status is achieved, including medical and dental as well as 3 weeks vacation in the first year and a pension plan available after two years service.

**Please forward cover letter and resume by October 21, 2011 to:**

The Mustard Seed  
 102 11 Ave SE, Calgary AB, T2G 0X5  
 Fax 403-237-5296  
 Email [jobs@theseed.ca](mailto:jobs@theseed.ca)

**Privacy Policy:** The Mustard Seed follows the principles of privacy therefore the privacy policy will be adhered to.

The Mustard Seed is a ministry of the Christian Church committed to developing strong partnerships with Churches and communities to create employment opportunities that will address the root causes of poverty. We create opportunity for many to engage with their community in a productive and healthy manner and to worship God through acts of compassion.

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Please include the position title in the subject line of your correspondence. No phone calls please. Please note: We occasionally amend or withdraw Mustard Seed jobs and reserve the right to do so at any time, including prior to the advertised closing date.