

## **Disability Case Manager, Customized Employment Specialist, WorkBC**

Buxton Consulting Ltd

Various full-time positions (Abbotsford, Mission, South Okanagan)

- A minimum of 2 years demonstrated experience in: Working with individuals with complex barriers and a broad range of cultural backgrounds
- Conduct and interpret participant needs assessments
- Complete Discovery Workbook Process and Profile
- Develop and maintain relationships with significant others and community service providers
- Provide Coaching and Mentoring services with participants
- Provide Customized employment services leading to Job Carving placements based on participant needs and challenges
- Develop and provide employer supports pre-and post placement
- Manage a caseload using ICM, including eligibility determination, developing and revising action plans and documentation of client service delivery and communication
- Build partnerships with employers, community partnerships and other stakeholders
- Assess complex client needs
- Work closely with Employment Retention Specialist and other service providers to ensure long-term attachment to the labour market
- Work collaboratively with on-site management and all staff at the Maximus Work BC locations
- Interpret a variety of clinical assessments
- Deliver job coaching and employment maintenance services
- Administer participant supports
- Attend events and provide marketing and promotion on the community
- Observe confidentiality and demonstrate ethical standards

Education/Experience:

- A minimum of 2 years experience in employment services
- Post-secondary degree or diploma in a relevant discipline

Other Qualifications:

- Solid computer skills; proficient in MS Office suite
- Valid Class 5 Driver's License and reliable vehicle with a clean driver's abstract
- Vulnerable sector criminal record check
- Excellent knowledge of community services to provide wrap-around services and supports
- ICM knowledge and experience

Competitive wages and benefits

Please submit resume and cover letter to [admin.headoffice@buxtonconsulting.org](mailto:admin.headoffice@buxtonconsulting.org) / [erini@buxtonconsulting.org](mailto:erini@buxtonconsulting.org)

We thank you for your interest in employment with Buxton Consulting, however, only short-listed candidates will be contacted.

Positions will be posted until filled