Join Our Growing Company!

Since 1986, LEADS Employment Services has been providing specialized employment and skills development services for people with disabilities and/or employment related barriers throughout Middlesex, Elgin, Huron, Perth, Lambton, Oxford, Bruce, and Grey Counties.

Our **Strategic Ends Vision:**
People with disabilities*, those who are highly vulnerable**, and employers are meaningfully engaged to create a diverse workforce and community.

At LEADS we work with:

People with disabilities and those who are highly vulnerable:
- aged 14 to 65+, in school and out of school
- who need varying levels of assistance with life, independence and pre-employment skills
- who need assistance accessing employment opportunities and/or post employment supports

Employers who:
- have hiring needs, including screening, matching, and on-boarding
- want to save time and resources in training and accommodation recommendations
- would like to meet employment equity
- would like a diverse workforce

Rehabilitation Professionals:
- who need expertise in supporting their clients to develop skills and return to work

The LEADS’ team is made up of dynamic, energetic and creative people who support clients to achieve their goals. As a team, LEADS’ Board of Directors, Administrative Associates, Employment Specialists, Employment Support Workers and Managers work on a daily basis to realize LEADS’ **Strategic Ends Vision.**

“I love that I have flexibility and variety in my day, I know I will never get bored”
Alex W.

* Disabilities include, but are not limited to physical, developmental, medical, learning, acquired disabilities, and mental health.

** Highly vulnerable refers to members of society who are at a significant disadvantage due to any of the following factors including, but not limited to disability, age, personal economic circumstances, violence, criminal record, ethnicity, religion, gender, race, and place of residence, etc.

We believe that all people are capable of being productive, contributing members of society and we are committed to respecting the dignity of each individual and recognizing his/her unique strengths and abilities.
LEADS Employment Specialists (ES) and Employment Support Workers (ESW)* are Trusted. Responsive. Professional. Our teamwork approach and our interest in your welfare and personal development make LEADS a great place to work. We are committed to providing a safe and healthy workplace, competitive wages, progressive benefits, and the information and training required to help our staff expand and develop their talents.

What kind of person does it take to become an ES/ESW?

• Committed, organized, passionate, motivated, outgoing, thorough and professional.

Requirements for ES/ESW positions at LEADS

• Quick learner with ability to multi-task
• Flexible hours to meet the needs of clients
• Ability to influence with communication
• Access to reliable transportation required to meet clients in their communities
• Willingness to travel
• Vulnerable Sector Screening
• Bilingual in French would be an asset

Why is LEADS a good place to work?

Professional Development Opportunities:

• We are pleased to offer the Supported Employment Specialist Essentials Course
• We have our own in-house trainer to train (or re-certify) you in CPI (Nonviolent Crisis Intervention), CPR (Cardiopulmonary Resuscitation), and First Aid
• WHMIS training will be provided
• A mentor will provide you with job shadowing opportunities and assist you with learning policies and procedures
• Other training and professional development opportunities may be available

Work Week:

• 35 hour work week, with daily start and end times flexed to accommodate client schedules.

Pay and Benefits:

• LEADS is pleased to offer competitive wages.
• LEADS offers a comprehensive benefits package which includes medical, dental, emergency leave, and RRSP.
• Parking or a parking subsidy is provided.
• Mileage compensation is available.

*ESW requires more development and guidance to perform similar duties of an ES. ESW may also perform specific duties only.

"the opportunities of meeting so many people and being involved with the communities surrounding London is exciting"

Rebecca D.

"It is satisfying seeing clients grow and know that I was a part of that"

Simon R.

More About LEADS Employment Services

See our website for more information about LEADS

www.leadsservices.com
LEADS’ ES/ESW are dynamic, energetic and creative team members who support their clients throughout the process of developing or enhancing pre-employment and life skills, securing paid employment positions, and retaining these jobs by providing job coaching and follow-up supports. LEADS’ ES/ESW actively market and outreach to employers for employment opportunities for their clients.

What does an ES/ESW do?
The role of the ES/ESW is multifaceted. ES/ESW performs various tasks which can be broken down under the following broad categories:

**Services to Clients with Disabilities and those who are highly vulnerable**

As an ES/ESW you:

- will be required to meet monthly and annual statistical targets related to job placement and retention
- will be assigned a caseload of clients to case manage through their individualized plan at LEADS
- will develop an individualized service plan for each client by: one to one information gathering, determining client eligibility; identifying skills, interests, past and current work experiences; evaluating motivation; assessing required job accommodations
- will provide Career Exploration / Pre-Employment Preparation / Individualized Job Search Assistance by: assisting the client to develop a realistic career path; developing an employment portfolio including dynamic resume, cover letter and references; preparing the client for interview; seeking out employers to provide “the right” job
- may provide small group Pre-Employment Preparation to provide an overview on the basics of successful employment
- may set up Community Placements / Mentoring and Job Shadowing opportunities
- may provide Life Skills Coaching
- will provide onsite job coaching supports assisting clients with learning job duties and routine, recommending job modifications and / or accommodations, building self confidence and independence
- will provide follow-up and follow-along supports to the client and their employer post-hiring to facilitate job retention

“My time at Leads has been positive, and filled with opportunities for growth. My manager has supported me in learning how to best help clients with barriers and disabilities. I have been able to grow in my knowledge of resources and services within the city that aid our clients, and share it with my team. The Common Assessment Training and Mental Health Training have been valued during my role. Being granted the opportunity to continue participating in the ESCLM Job Developers Network has helped my personal growth and offered additional employment leads for the office. Lead’s promotes the abilities of clients and it has been a pleasure to be a part of and I am thankful for my time with Leads and have made some wonderful friendships I will continue to treasure!“

Claudette F.
Services to Employers

As an ES/ESW you will:

- network and build a trusting long-term relationship with employers
- identify and recruit potential employers and match their job openings with LEADS’ qualified candidates
- seek out clients to fit their employment openings
- develop strategies to increase employment opportunities for people with disabilities
- provide follow-up and follow-along supports to the client and their employer post-hiring to facilitate job retention
- be required to maintain daily, weekly and monthly documentation, legal notes, and logs using an in-house data collection program and the Microsoft Suite within 10 working days of the activity

“satisfaction is when a client gets their first real job and I’m the one that helped get them there”
Christine T.

If you are looking for a fulfilling career offering flexibility, professional development opportunities and a competitive salary,

APPLY TODAY

Email: hiring.committee@leadsservices.com
Call: 519-439-0352 or Fax: 519-439-7502

More information can be found on LEADS’ website at www.leadsservices.com

“The variety this job offers to work with clients, as well as the variety of client personalities and situation has really contributed to a deeper understanding of individuals and individual needs”
Matthew S.
What does an Administrative Associate do:

The role of an Administrative Associate is to support all operation functions of the agency.

As an Administrative Associate you will:

• provide administrative and clerical duties
• assist with the administration and coordination of meetings, conferences and agency activities
• provide customer service adhering to the Accessibility for Ontarians with Disability Act (AODA)
• create spreadsheets using Excel
• create reports and maintain databases
• support project management
• bilingual in French would be an asset

What does an Accounting Associate do:

The role of an Accounting Associate is to support the Management Team in the daily financial operations of the agency.

As an Accounting Associate you will:

• prepare payroll through ADP
• prepare and enter invoices and post receipts, enter purchase invoices and expenses using Sage ACCPAC
• process cheque run
• assist with Year End preparation and annual audits
• reconcile month-end balance to GL
• create statistical reports
• create and maintain project financial management spreadsheets
• gather information and store, update and retrieve financial data
• bilingual in French would be an asset