



## Employment Partnership Specialist

### About the Organization

Good Foot Delivery is a nonprofit and social enterprise that provides meaningful paid employment to the neurodivergent community through a professional Courier service. All deliveries are completed via public transit and on foot. In addition to employment, we provide personal and professional skill development and support to our Couriers so they can succeed at Good Foot and in employment beyond Good Foot.

Good Foot Delivery hosts an in-depth employment training program, [Good Foot Forward](#). This program offers Neurodivergent individuals the chance to gain transferable employment skills and hands-on work experience. Through hybrid learning, job shadowing and on-the-job training, we help participants build the skills they need to thrive in various professional settings. This comprehensive approach enables individuals to grow personally and professionally while making a meaningful contribution to their communities. Additionally, Good Foot's Employer Stream project aims to support Toronto employers in creating more inclusive workplaces for persons with disabilities. The project focuses on reducing stigma, improving employer awareness, and fostering inclusivity through various activities.

Good Foot is more than an employer—we are a community that enables every Courier and Good Foot Forward participant to feel connected, empowered, and independent through tailored support, ongoing learning opportunities, and social programs.

### About the Role

The Employment Partnership Specialist has three primary objectives:

1. To provide job readiness coaching and external job development for Couriers and Good Foot Forward program participants, empowering them to succeed both at Good Foot and in external placement opportunities.
2. To build and maintain strong partnerships with local businesses for external job placements, fostering inclusive employment practices that meet the unique needs of each participant and align with Good Foot's mission.
3. To actively contribute to facilitating and enhancing Good Foot's employment and training program, Good Foot Forward.

### Duties & Responsibilities

#### Job Development

- Proactively identify and engage with potential employment partners to create work opportunities that align with participants' skills, interests, and career goals.
- Establish and maintain positive relationships with business partners by articulating the value and benefits of partnering with Good Foot and hiring neurodiverse workers.
- Match participants with appropriate opportunities and develop an understanding of each potential work environment, including role-specific requirements and workplace culture.
- Support business partners in developing inclusive and supportive workplace policies and integrating best practices to ensure success.
- Serve as a liaison between business partners and program participants, facilitating clear, ongoing communication to enhance collaboration, address needs, and ensure mutual satisfaction with the partnership and a smooth workforce transition.



### **Job Coaching**

- Conduct assessments with program participants to gather information about their interests, skills, strengths, previous work experience, and challenges to support their workplace goals and action plans. Develop a personalized approach to job seeking and placement.
- Assist participants in preparing for external work or learning opportunities by offering guidance on resume-building, interview skills, and workplace expectations.
- Identify and coordinate any accommodation needs to ensure program participants are set up for success in new environments, liaising with external employers to establish a supportive onboarding process.
- Conduct regular check-ins during external placements, proactively address challenges, provide feedback, and refine strategies to support ongoing success.
- Provide job coaching support, including onsite, to facilitate a smooth onboarding experience.
- Work with participants to build long-term employability skills, equipping them with tools and resources for sustained success in the workforce beyond the program.

### **Employer Stream Project Support**

Good Foot Forward's Employer Stream project aims to support Toronto employers in building inclusive workplaces for persons with disabilities.

- Engage with Toronto employers to understand their needs and challenges, offering guidance on inclusive hiring practices, accessibility accommodations, and workplace adjustments that foster a supportive environment for individuals with disabilities.
- Support developing and distributing educational materials and best-practice guides to enhance employer awareness and address common misconceptions.

### **Administrative**

- Maintain accurate documentation for monitoring, reporting, tracking, and statistical analysis, ensuring effective tracking of program deliverables, outcomes, and participant progress. Contribute to the reporting process.

This job description provides a broad overview of the position's general nature and level of work. Management may modify, add, or remove duties and responsibilities as necessary and appropriate.

### **Qualifications & Requirements:**

While not mandatory, the following types of experience would be beneficial to be successful in this role:

- Experience in supportive employment, employment placements or job coaching, ideally for neurodivergent individuals or other disabilities.
- Educational and professional experience in Inclusive Employment, Job Development, Supported Employment, Social Work, Autism & Behavioural Science, or a related field.
- Strong written and verbal communication skills to support partnership development negotiation, and able to adapt communication styles to ensure understanding.
- Proven ability to build and maintain and build partnerships.
- Strong problem-solving skills, including the ability to de-escalate emotionally charged situations.
- Self-starter who can work independently and take initiative with minimal supervision.
- The ability to persuade others to see opportunities.
- Experience working as part of a small team
  - *Experience working on a team that includes neurodivergent individuals is an asset.*
- Clear Vulnerable Sector police check.



### Position Details

- Part-time (24 hours/week)
- One-year maternity leave contract
- Salary: \$37,000
- 3 personal/sick days during 12-month period
- 7 vacation days per 12-month period
- This is an in-person position at 720 Bathurst Street, Toronto. Visiting employers for site visits and recruitment purposes will be required.

### To Apply

Please email: [Recruitment@goodfootdelivery.com](mailto:Recruitment@goodfootdelivery.com) with your cover letter and resume in PDF format, and include "Employment Partnership Specialist" in the subject line. The deadline for applications is January 29, 2025.

Good Foot is built on values of diversity, equity, and accessibility. We recognize the unique contributions that individuals from marginalized communities bring to our organization and encourage applications from people representing the diverse community we serve. Good Foot strives to create a respectful, accessible, and inclusive work environment. If you have any accommodation requests, please include them in your cover letter.