



Student Placement Job Description

Support Assistant

About the Organization

Good Foot Delivery provides meaningful employment for the neuro-diverse community through a reliable, professional courier service delivered via public transit and on foot. By providing employment to the neuro-diverse community, Good Foot Delivery is innovatively delivering social change. At Good Foot we know that creating and fostering an inclusive environment is good business!

In addition to employment opportunities, we provide our Couriers personal and professional development opportunities through workshops, projects and social events. Most importantly, we have created a family that celebrates our Couriers and the neuro-diverse community.

About the Role

Good Foot Delivery offers a fulfilling placement opportunity for a Social Service Work or Community Work student where they will assist with training and education, seeking and retaining employment, and more within the neuro-diverse community.

Our position as an employment social enterprise and non profit offers students a unique lens on the issues faced by the community we serve, and allows for direct, one on one interaction with our Couriers in a supportive capacity.

The placement student will assist the Support and Program Supervisor with a variety of tasks including: one on one skills building and training support of staff on the job, and facilitation of our In, Up, and Out Employment and Training Program (IUO Program).

The IUO Program is designed to foster the growth of individuals from the neuro-diverse population (i.e. Good Foot's "staff") through an unified approach to professional and life skills training, meaningful employment, and workforce integration. The model adopts a three-stage approach to help empower our staff to lead lives that are more independent and fulfilling, as follows:

1. **"In"**: The program objective at this stage is obtaining valuable work experience and employment income by serving as Courier staff at Good Foot, while at the same time providing staff with a variety of life, social and professional skills training through a series of progressively advanced experiential workshops.
2. **"Up"**: The program objective at this stage is to provide staff with the opportunity to take on increased responsibility in the organization and participate in advanced skills training.
3. **"Out"**: The program objective at this stage is to provide staff with an opportunity to become integrated into the local workforce, by offering training, skills assessment, and job placement services through partnerships with local businesses, along with continuing support from Good Foot through follow-up meetings.



Learning Opportunities

Placement students will have the opportunity to gain strong experience in working with, supporting, and teaching people who are neuro-divergent. In addition to having a tangible positive impact of teaching important life and professional skills, the student will be pushed to be a strong leader and mentor for new Couriers - role modeling professional behaviour, proper communication, and how to work on a team.

Through our various programs for Good Foot staff, students will learn about:

- Education, training, and learning for the neuro-diverse community
- The impact of diagnosis on employment rates, and the future of employment for individuals who identify as neuro-diverse
- The importance and value of social integration amongst the neuro-diverse population

Professional growth for the student in this position will be supported in this environment that values life-long learning for all of our team members. The student will be supported on high level work, and they will develop independence and time management skills as they are in charge of completing their own day to day tasks.

Duties and Responsibilities

- Assist the Support and Program Supervisor and peer Training Facilitators with the training of new Couriers. You will help Couriers learn skills such as:
 - How to take TTC and navigate Toronto independently
 - Customer service - interacting with others in a professional and friendly manner.
 - How to act in an office space/workplace
 - How to present oneself at work
 - Time management - managing deliveries and meeting deadlines
 - Problem solving and critical thinking
 - How to use a smartphone - make calls, send text messages, use mapping apps, use courier software, etc.
- Facilitate the development of independence in Good Foot Couriers.
 - This will primarily be fulfilled by creating and leading workshops on life skills (eg. personal finance management, how to do taxes, online and social media safety, etc.)
- Office administration and other general duties as required.



Qualifications

- Currently enrolled in a post-secondary program for Social Work, Social Service Work or Community Work
- A personal laptop that can be used for placement tasks
- Exceptional interpersonal skills
- Experience teaching or tutoring others is an asset
- Excellent time management skills and ability to meet deadlines under pressure
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- Confidence taking public transit and navigating Toronto using Google Maps
- Experience working as part of a team
 - Experience working on a team with people with disabilities is an asset
- A passion to help those in need, demonstrated by previous work or volunteer experience
- Familiarity with Google Drive and the Google Suite (Docs, Sheets, etc.) is an asset

To Apply

Please email the Support and Program Supervisor, Michelle Hutchinson at hr@goodfootdelivery.com with your resume. In addition, please fill out the following application; [Good Foot Student Placement Form](#)

Good Foot is built on values of diversity, equity, and accessibility. Recognizing the unique contributions that individuals from marginalized communities bring to our organization, we encourage applications from people representing the diverse community we serve. Good Foot strives to create a respectful, accessible, and inclusive work environment.