



Student Placement Job Description

Employment Support Assistant

About the Organization

Good Foot Delivery is a non-profit and social enterprise providing meaningful paid employment to the neurodivergent community through a professional Courier service, with all deliveries completed via public transit and on foot.

Not only does Good Foot provide training and employment to over 30 neurodivergent individuals as a Courier, the organization also works with every Courier on an ongoing basis to strengthen their skills and experience to maximize potential and overall independence. Good Foot's new employment and training program [Good Foot Forward](#) extends beyond the Courier role, offering a hybrid learning opportunity for individuals interested in gaining transferable employability skills as well as work experience. Small groups of participants learn and engage in an inclusive, supportive environment over the course of the 9 month program.

Good Foot is a community that enables every Courier and program participant to feel connected, empowered and independent through ongoing learning opportunities, social programs and wrap-around support.

About the Role

Join our team as an Employment Support placement student and make a difference in the lives of neurodivergent individuals. You'll play a pivotal role in conducting assessments, identifying strengths and interests, and assisting clients in setting career goals. Your support will be instrumental in developing personalized career plans and strategies.

Duties and Responsibilities

Individualized Career Coaching: Supporting our team who provides one-on-one career coaching sessions to neurodivergent individuals. This involves conducting assessments, identifying their strengths and interests, and assisting them in setting career goals. Students can work closely with clients to develop personalized career plans and strategies tailored to their unique needs.

Job Readiness Training: Designing and delivering job readiness workshops and training sessions. Students can develop workshops that cover topics such as resume writing, interview skills, professional etiquette, and workplace communication. These workshops should be tailored to address the specific challenges and strengths of neurodivergent individuals.

Job Placement Assistance: Assisting in job placement efforts by helping clients identify suitable job opportunities, submitting applications, and preparing for interviews. Students can provide ongoing support throughout the application and interview process, ensuring that the specific needs of neurodivergent individuals are addressed and reasonable accommodations are considered.



Employer Engagement: Collaborating with employers to create inclusive workplaces. Students can work with our Employment Support Specialist to engage with employers to raise awareness about neurodiversity, educate them on best practices for accommodating neurodivergent individuals, and establish partnerships for job placements. They can also assist in facilitating communication and understanding between employers and neurodivergent employees.

Skill Development Programs: Supporting the development and delivery of skill-building programs for neurodivergent individuals. Students can assist in designing and implementing training programs that focus on building specific skills needed for employment, such as job-specific technical skills, communication skills, problem-solving abilities, and teamwork.

Community Outreach and Networking: Engaging in community outreach activities to promote Good Foot's employment and training program and establish partnerships. Students could attend community events, career fairs, and networking sessions to raise awareness about the organization's mission and build connections with potential employers and other relevant stakeholders.

The above statements are intended to describe the general nature and level of work for the position. They are not intended to be a complete list of all responsibilities, duties, and skills required for this position. Duties and responsibilities may be added or changed as deemed appropriate by management.

Qualifications

- Enrolled in post-secondary for the Career Development Practitioner program or a related field
- A personal laptop that can be used for placement tasks
- Passion for promoting diversity, equity, and inclusion in the workplace
- Exceptional interpersonal skills; rapport building will be essential to success in this role
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- Excellent with technology and digital competency skills, including troubleshooting
- Comfortable working in person in a communal office environment
- Placement length of a minimum of 2/days week for at least 3 months

To Apply

Resume submissions and inquiries for this role can be directed to the Program Manager at hr@goodfootdelivery.com. 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.