

posAbilities Employment Service

Community Capacity Building Catalogue

posAbilities Employment Service works in partnership with the community to develop and promote a vibrant and diverse workforce.

Our community includes the job seekers we serve, their families, other professionals such as educators and support workers, employers and additional not-for-profit community service organizations.

This training catalogue highlights the workshops we offer to support youth who are transitioning to life after high school. If there is a topic not listed here that you would like to learn more about, let us know. Training content, fees and logistics will be tailored to meet the needs of the individual or team. We also offer panel presentations! To arrange your group's training, please **contact us by phone, (604) 291-1902 or email employment@posabilities.ca**.



Employment Service Professionals, Educators and Front Line Service Workers

Managing Employment Service Systems Effectively

This one day workshop is beneficial for those who oversee employment related programs and services. Learn how to set up a system of employment processes and tracking reports that will assist in effectively monitoring each individual's progress towards employment and identifying measurable outcomes. For training purposes, ShareVision will be used at the demonstration tool.

**Learning is transferable to other platforms.*

Coaching with Confidence

Learn practical tips, tools and strategies to apply when Job Coaching an individual who has diverse abilities. Along with discovering different ways to go about supporting individuals at work, you will learn how to develop natural workplace supports in order to begin to fade out professional services.

Guidance for Educators in Teaching Pre-Employment Skills

Learn how to develop and implement a person-centered transition plan that supports future employment for those who have little or no work experience. Explore how secondary school planning tools, assets and opportunities can set the stage for success. Topics covered will include: discovering abilities and interests, developing essential soft skills, utilizing the Individualized Education Plan, work experience, volunteering and peer supports to build a youth's confidence.

Writing Cover Letters and Resumes That Get Noticed

Assist job seekers in their search by preparing applications that open the door to the next step in the hiring process – the interview. Learn about three popular resume formats, known as: Combination, Chronological and Functional. Find out how to choose the format that is best suited to highlighting the strengths of the applicant. Practice creating cover letters that will get an employer's attention, and the art of formatting a resume so that it gets noticed.

Visit Laurel Behaviour Support Services online www.laurelbc.ca

for more interactive learning opportunities to support transitioning youth, families and professionals.

Individuals and Families

Finding an Employment Service That's Right for You

This workshop is designed to assist individuals and families with finding services that are a good fit for the specific support needs of the job seeker. Topics to explore will include:

- Questions to ask when shopping for services
- Employment Models: Customized, Supported or both?
- Discovering other resources available in the community
- Learning how to work alongside an employment service provider

Need a hand getting your first part-time job?

We assist youth between the ages of 15-19 who wish to explore and secure part-time employment while in high school. Earning a pay check and having an employment reference before leaving school are predictors of continued success in adulthood. **This service may be eligible for Autism Funding.*

Head Start Employment Camp for Youth Ages 14-18 Spring Break and Summer Camps

Head Start is an innovative, fun and engaging day camp for youth between the ages of 14-18 who would like to learn about employment opportunities that await them after high school. Please visit www.pesworks.ca or call 604- 291-1902 to learn more. A complimentary Connect with PEERS® Social Skills Camp is also available, presented by posAbilities' Laurel Behaviour Support Services. **These camps may be eligible for Autism Funding.*

Specialized Employment Supports for Young Adults with an autism spectrum disorder or Asperger Syndrome

Our team has a proven track record in finding young adults paid employment. We also assist them with exploring their post-secondary education options. Book a free consultation to find out how we tailor supports to an individual's needs, where to find financial resources that support career development and for referral to other complimentary community employment initiatives.

Get Certified! First Aid, Food Safe and Workplace Hazardous Materials Information System (WHMIS)

We assist job seekers in obtaining certifications they require to enter into the workforce. Contact us for more information on how to enroll.

Three offices to serve Metro Vancouver communities north of the Fraser River:

Vancouver

#307- 3680 E. Hastings Street
Vancouver BC V5K 2A9
604.291.1902

New Westminister

#102-309 Sixth Street
New Westminister BC V3L 3A7
604.522. 2601

Maple Ridge

22334 Selkirk Avenue
Maple Ridge BC V2X 2X5
604.467.5717

www.PESworks.ca



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