

## POSTING NOTICE

**COMPETITION #:** SC-209-2526  
**POSTING DATE:** February 24, 2026  
**CLOSING DATE:** March 5, 2026  
**CLOSING TIME:** 12:00 PM  
**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Job Coach  
**PROGRAM AREA:** Applied Research  
**CLASSIFICATION:** Field  
**SALARY:** Level 6, Non-Instructional Salary Grid  
**LOCATION:** Yorkton, SK  
**POSITION TERM:** April 1, 2026 to June 30, 2027  
**HOURS OF WORK:** 318 hours  
**STATUS:** Term / Part-Time  
**IMMEDIATE SUPERVISOR:** Alesia Malec, Coordinator, Applied Research

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

Reporting to the Coordinator, Applied Research, this position is primarily responsible for supervision and support of individual student work experience placements and internships.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Student Assessment and Work Placement Coordination:

- Develop a working relationship with students to learn their career interests, ascertain barriers, and encourage participation in workplace exposure activities
- Develop training plan to maximize employability skills development for students.
- Coordinate employability skill development workshops, industry training courses and other training initiatives as required.
- Prepare students for work placements and employment expectations.
- Monitor student's skill development and progress throughout the work placement.
- Coach and provide ongoing feedback to students during work placements.
- Facilitate evaluation of students upon completion of their work placement.
- Assist students on an individual basis to positively adjust to worksite or training situations.
- Provide recommendation of students to employers for job placement.
- Provide student progress reports to supervisor as required.
- Maintain necessary student records as required during work placements.

#### 2. Relationship Development:

- Build and maintain working relationships with students, employers and staff at worksites.
- Conduct regular meetings with employers and students.
- Coach and assist students with issues or barriers that have potential to impact job performance.
- Support both the students or apprentices and the employer to ensure a successful employment match
- Network and build relationships with business and industry.
- Ensure an unbiased, non-judgmental environment is maintained with students, apprentices, interns, employers, and College staff.
- Maintain confidentiality at all times.

- Communicate effectively, both orally and written, with staff, students, employers, other agencies, institutes, organizations, stakeholders, and the public.

3. Additional Duties:

- This position will be required to travel frequently; most travel is within the geographical area, with few, if any, overnight stays necessary. Some provincial travel is required. Although travel is of short duration, much of the work of the job is completed out of the office.
- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience

- The minimum relevant knowledge or formal training essential to perform the functions of this position is a two-year recognized diploma or equivalent. This education would typically provide knowledge in life skills/job coaching, barriers and assessments, supervising, and computer related skills.
- The minimum amount of practical related experience required to perform the duties of this position is two years. This experience would typically provide the skills required to negotiate with partners, deal with sensitive situations, supervision, leadership, communication, and interpersonal skills.
- Demonstrated experience in business, leadership, management or supervision, and coaching.
- Demonstrated experience with basic computer skills, MS word, email, internet, excel and Google Platform
- Demonstrated experience working in a cross-cultural environment.
- Demonstrated experience in working with multi-barrier populations (barriers can be a combination of physical health, mental health, addictions, finances, education, motivation, relational and behavioral issues).

2. Knowledge, Skills & Abilities

- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.
- Demonstrated oral and written communication skills
- Ability to communicate in a professional manner and encourage employers to participate in student workplace exposure activities.
- Demonstrates in-depth knowledge and experience of marketing, strategic planning and business practices.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated public presentation skills
- Demonstrated leadership skills
- Demonstrated interpersonal skills.
- Ability to establish positive relationships with employers, organizations, and service providers.
- Ability to work independently as well as collaboratively
- Demonstrated analytical and creative problem solving skills.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Knowledge of employment community served
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability to travel as required by the position.

3. Other Requirements

- Valid Saskatchewan Driver's license is required.
- Satisfactory Vulnerable Sector Check is required.