



**Partenaires JH**  
Une communauté de soins,  
inspirée par Jeffery Hale

**JH Partners**  
A community of care,  
inspired by Jeffery Hale

## **JOB OPENING**

**Job Title:** Special Educator – Employability support

**Immediate Supervisor:** JS Jolin Gignac / Associate Director

**Activity Sector :** Community Development and Vitality

### **INTRODUCTION**

Do you want to make a difference by being part of an organization that is driven by compassion, energy and dedication and brings out the best in its employees? Jeffery Hale JH is seeking a Special Educator to help us as we develop our services for special needs individuals (ID-ASD-PD) of the English-speaking community of the Greater Quebec City region.

You will work with English-speaking young adults that are looking to improve their employment opportunities in the Greater Quebec City region. With the help of the Special Needs team, you will oversee the development and implementation of various pre-employment services, career counselling and job retention support to individuals looking to enhance their autonomy through sustainable employment that respond to their needs, interests and capacities. A positive, solution-oriented attitude is essential.

We look after our clients, our community and each other while offering an excellent workplace and employment conditions.

### **ROLES AND RESPONSIBILITIES**

- Conduct person-centered assessments and develop individualized employment action plans based on each participant's interests, strengths, skills, employment goals, support needs, and potential barriers to employment - Ensure the statistical documentation of participation in activities;
- Provide job coaching and workplace support to help participants learn job tasks, develop workplace skills, and gain independence;
- Assist with employment-related workshops, training activities, work placements, and community-based employment opportunities;
- Support participants in obtaining and maintaining employment by helping them navigate workplace challenges and develop effective work habits;
- Maintain records of participant activities, progress, and employment outcomes.
- Communicate regularly with participants, employers, and supervisors to monitor progress and identify support needs;
- Foster a safe, respectful, and inclusive environment that promotes dignity, self-determination, and success
- Handle personal information regarding participants, their families, volunteers and staff in a confidential manner and respond with sensitivity;
- Perform any other related duties.

## **REQUIREMENTS**

### **Academic training**

- Technical diploma (DEC or higher) in special education or a related field;
- A minimum of 2 years' experience in a related position.

### **Specific requirements**

- Because the tasks will be performed with a vulnerable clientele that is not functional in the French language, proficiency in both official languages, both oral and written is required;
- Knowledge of the English-speaking community of Quebec City and its organizations would be an asset;
- Valid driver's license (the use of a personal vehicle may be required) would be an asset.
- Good understanding and comfort in working with people with an Autism Diagnosis.

### **Professional and personal skills**

- Capacity to adapt, team player, collaborative;
- Sense of responsibility and good judgment;
- Respect for the cultural, linguistic and economic diversity of our clientele;
- Comfortable interacting with the public of all ages and capacities (children, seniors, special needs, etc.);
- Highly organized, ability to manage a variety of tasks;
- Good knowledge of technology, along with an ability and willingness to learn other tools as required.
- Sense of observation and vigilance at all times to ensure the safety of participants;
- Good physical stamina, including the ability to push a wheelchair.

## **WORKING CONDITIONS**

28-35 hours/week. Occasional evening and weekend work may be required.

Should the employment be extended after the probation period, the person will have access to a range of benefits, including group insurance and a pension fund.

The hourly rate varies between \$27.5 and \$40.92 per hour, according to experience.

## **TO APPLY**

Please send your cover letter and resume to Mr. JS Jolin Gignac, indicating the position title, by 4:00 p.m. on Monday June 29, 2025, to [jsjolingignac@jhparkers.net](mailto:jsjolingignac@jhparkers.net)

*We thank all applicants in advance, but only those selected for an interview will be contacted.*