



PEDIATRIC ONCOLOGY GROUP OF ONTARIO

**FOR KIDS WITH CANCER  
FOR NOW, FOR LIFE.**

# The POGO School and Work Transitions Program

## EMPLOYMENT HANDBOOK



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# 1. Searching for Opportunities

## Via the Internet

There are many places to job search and the usefulness of these websites can change over time. Here are some things to consider:

- The **Job Bank** [www.jobbank.gc.ca](http://www.jobbank.gc.ca) is a database maintained by the Canadian government that is used by many employers to advertise jobs. It is fairly easy to search and customize to your goals.
- **Indeed** [www.indeed.ca](http://www.indeed.ca) searches multiple local sites and posts job opportunities on its website. Some employers also post directly on indeed.ca. It is easy to use and includes most major employers.
- Find out if your professional association has a website with job postings.
- Find out if your college or university has external job postings for graduates.
- Are you targeting a particular job sector? Is there a website for that sector?
  - For example:
    - Many not-for-profit jobs are listed on a site called **Charity Village** [www.charityvillage.com](http://www.charityvillage.com)
    - **Ontario Public Sector** jobs can be found on [www.gojobs.gov.on.ca](http://www.gojobs.gov.on.ca)
- Do you wish to work at a particular company? Find their website and post your resume on the “Careers” section. Check for employment updates often.



Most job search websites have “Alerts” that you can have delivered to your inbox daily. These alerts can be customized to the type of work you seek.

# Employment Websites

## Government Job Search Sites

- **Public Service Commission** (Federal jobs)
  - [www.canada.ca/en/services/jobs/opportunities/government.html](http://www.canada.ca/en/services/jobs/opportunities/government.html)
- **Service Canada Job Bank**
  - [www.jobbank.gc.ca](http://www.jobbank.gc.ca)

## Government of Ontario's job listings

- **Ontario Public Services Careers**
  - [www.gojobs.gov.on.ca](http://www.gojobs.gov.on.ca)

## General Job Search Sites

- |  |  |
|--|--|
| • <a href="http://www.monster.ca">www.monster.ca</a>                 | • <a href="http://www.careerowl.ca">www.careerowl.ca</a>         |
| • <a href="http://www.workopolis.com/en/">www.workopolis.com/en/</a> | • <a href="http://www.jobboom.com">www.jobboom.com</a>           |
| • <a href="http://www.charityvillage.com">www.charityvillage.com</a> | • <a href="http://www.careerbuilder.ca">www.careerbuilder.ca</a> |
| • <a href="http://www.eluta.ca">www.eluta.ca</a>                     | • <a href="http://www.wowjobs.ca/">www.wowjobs.ca/</a>           |
| • <a href="http://www.canjobs.com">www.canjobs.com</a>               | • <a href="http://www.glassdoor.ca">www.glassdoor.ca</a>         |

## Research

- What major employers do you want to target? Check out their websites for postings. Make a general application.
- If you know the area you hope to live in and how far you are willing to commute, make a list of potential employers in this area and send resumes.
- Always check the website for instructions as to how a corporation wishes to be approached. “No calls” means no calls. “Apply online” means apply online using the format suggested by the company.
- Go to your local library or employment centre to look for opportunities.



Keep a file or list of the jobs to which you have applied. If you are applying for many and varied positions, the process can easily become confusing. With a list, you will be well prepared when you are invited for an interview.

## Knocking on Doors

In-person job searching has gone out of vogue, but if you are looking at a smaller employer, for example in the retail sector, it may be more beneficial to walk through the mall with resumes. To job search in person, wear what you would to an interview. If you want to attempt a walk-in strategy with a large corporation, it is best to call ahead and find out if they accept walk-in applications.

## Networking

- If you are a recent graduate, make use of your college or university employment support offices. Ask your former teachers if they have job leads or industry connections.
- Tell **EVERYONE** you are job searching. Have them tell **EVERYONE**.
- Make a list of close friends and family who have connections you might utilize. Approach them and ask if Company ABC is looking for people with training in xyz. Who would they suggest you approach at ABC and is it all right to use their name? Ask friends of friends, relatives of relatives. At the very worst, they will say no or not follow through.
- Post your resume on a social media site such as “Linked In” or on an employment site, such as the Job Bank.
- Use the services of a professional recruiter, but do not pay any fees – this should not cost you any money.

## Internships

An internship can be paid or unpaid and is a way to gain experience in an industry in exchange for your labour. It is an excellent way to improve your knowledge base, make contacts and build your resume.

- Visit the Government of Canada website on services for youth:
  - <https://www.canada.ca/en/services/youth.html>

Additional information about internship programs:

- The Public Service Commission helps post-secondary students find co-op and intern positions in the federal public service.
  - <https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/coop-internship.html>
- Career Edge offers internships specifically designed for university, college and high school graduates with disabilities.
  - [www.careeredge.ca](http://www.careeredge.ca)

## Seeking an Apprenticeship

If you want to become an apprentice, apply directly to an employer, union, local apprenticeship committee or sponsor group.

- <https://www.ontario.ca/page/employment-ontario>

Employment Ontario Employment Service has information about apprenticeships and the particular requirements to meet for certification. They also help to match people looking for work with employers who want to hire workers and apprentices.

- [www.apprenticesearch.com](http://www.apprenticesearch.com)

This free website allows you to search for apprenticeship opportunities serving all of Ontario connecting employers and apprentices in the skilled trades.

### Other Ideas:

1. Is there a local union that could help, e.g., International Brotherhood of Electrical Workers (IBEW)? The IBEW interviews and accepts applicants for apprenticeships each year.
2. Use the Government of Canada Job Bank ([www.jobbank.gc.ca](http://www.jobbank.gc.ca)) to set up employment alerts or searches. Look at employers who appear to be hiring in your field and drop off a resume even if they aren't specifically asking for an apprentice.
3. Make a list of potential local employers – and take your resume personally.
4. Network – Who do you know locally? Who do your parents know? Your friends? Get the word out that you are looking for an apprenticeship.
5. Remind employers there are government incentives for hiring apprentices.
6. There are also grants for purchasing tools and for completing an apprenticeship. Visit [www.canada.ca/en/employment-social-development/services/apprentices/grants](http://www.canada.ca/en/employment-social-development/services/apprentices/grants)
7. If you have no luck, consider that there may be a co-operative college education program in your area where you can get training and work towards your hours [www.ontario.ca](http://www.ontario.ca).

## Volunteering

This is another way to gain experience and build your resume. Volunteering will also help you maintain motivation and confidence while you search for paid work. Vital contacts may be made for future employment and reference sources. Some communities have a central volunteer bureau or a listing of organizations seeking volunteers.



### **Apply, Apply, Apply....**

Don't sell yourself short or make assumptions that you aren't qualified. The worst thing that can happen is that you won't get an interview. The best thing that can happen is your resume may be pulled for another position down the road.



## 2. Building a Resume

### The look should be crisp and clean

- 1 - 2 pages maximum
- Black type on white
- 8.5" x 11" paper
- Use a simple font – Arial for example
- Make sure the print quality is excellent
- The resume should be well spaced, not crowded or busy
- Keep the same format throughout



Highlight any awards you received at school (honor student, scholarships), at work for performance or in the community for volunteer work.



### The content should be:

#### Pointed

- Read the posting or company mission statement. Address the main points in your resume and cover letter.

#### Tailored

- It is imperative that you tailor your resume and cover letter for each posting or company profile. Have 1 or 2 versions of your resume on hand, ready to customize.

#### Honest and Reliable

- Use numbers and examples as often as possible, e.g., sales increased by 40% or built relationship with five major customers.
- Grades at B+ or higher? Add your GPA.
- Always tell the truth.

#### Well Written

- Don't use technical jargon as the first person to review your resume may not have a technical background.
- Stay away from tired clichés, e.g., "excellent communication skills."
- Use action words, e.g., achieved, handled, organized, managed  
[https://careerservices.uni.edu/sites/default/files/docs/resume\\_verbs.pdf](https://careerservices.uni.edu/sites/default/files/docs/resume_verbs.pdf)
- NO personal information or pictures.

## Organization

- **Templates** – There are many online resume templates that are useful and free. A Microsoft Word template is always a good place to begin.

## Types of Resumes

- **Chronological** – If you have a lot of prior experience, this is usually the best way to organize your resume. Begin with most current jobs or experience. This type of resume provides the best readability and flow for the employer.
  - Order the headings of “Experience” and “Education,” depending on what it is that you want to highlight. If a company is looking for a particular type of education or professional designation (e.g., RN or PSW) then education should be the first piece of information the recruiter sees. If the company appears to value experience and you have relevant experience, place your experience first. If you are a new grad, Education is where you should begin your resume.
- **Functional** – If the posting appears to be looking for a skill set, then a functional resume may be best option. However, this type of resume is not universally liked by employers and you may be screened out before you start, so limit this use if possible.
  - This is a way to highlight your skill set versus your experience. You choose a skill and use points to illustrate how you learned or have shown competence in a particular area. This works well if you don’t have a lot of experience or there is a large time gap in your resume.



## What (skill set) are hiring managers looking for?

*People skills/relationship-building; communication skills; problem-solving skills; analytical abilities; leadership skills; industry-specific knowledge & experience; functional knowledge; technological literacy; project management skills; creative thinking.*

*- Source: Workopolis*

If you need help or someone to proofread your resume, call the POGO Counsellor in your area.

For more resume examples visit: <https://www.thebalancemoney.com/resume-types-chronological-functional-combination-2063235>

## Tips

- Don't list irrelevant education and experience.
- Hobbies that don't relate to the job should not be included.
- Use keywords (skills asked for in job posting) throughout
- If there are gaps of time in your resume – explain what you were doing if possible (volunteering, child rearing, sabbatical, etc.) use full years vs months and years in chronology
- If you have numerous jobs doing the same kind of work, group them together, e.g., Insurance Claims Clerk – various companies, 1999-2007 and add duties.
- Consider adding a section of Accomplishments – e.g., Award for highest sales 2002.

## Some newfangled ideas you might consider:

- Use interesting color and design as long as it remains readable and crisp.
- Add pictures or portfolio information if you are looking for a job in the arts.
- Add quotes from clients, employers.
- Put your resume in the first person to jazz it up and make it more personal.
- Don't use headings, i.e., employment, education, etc.

**Career Objective** – Recruiters like this information at the beginning of a resume. If you elect to use this in your format, keep it simple, straightforward and concise.

- Example: ***To build a long-term career in marketing with opportunities for career growth.***

**References** – Your references can be added to the resume or placed on a separate page. Either way, be prepared to provide them at the time of the interview. If you are applying to a company and planning to use someone you know at the company as a reference, state that upfront.

## Examples

Ms. Valencia Orange  
Former Manager  
Acme Incorporated  
905-555-9612

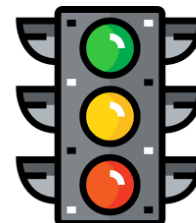
Mr. Beetle Juice  
Current Colleague  
Main Street Market  
905-555-8776  
valencia.organ@mail.com

<b>All finished?</b> <ul style="list-style-type: none"> <li>✓ <b>Proof the content for errors...</b></li> <li>✓ <b>Proof it again for errors...</b></li> <li>✓ <b>Have someone else proof it...</b></li> <li>✓ <b>And then step back and review the format only...</b></li> </ul>	<b>VERB TENSE</b> <p><b>Present Tense</b> – current job and cover letter; “manage, handle, organize”</p> <p><b>Past Tense</b> – previous jobs; “managed, handled, organized”</p> <p><b>Double check that it is consistent!!!!</b></p>
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## Your Resume Checklist

<b>NAME</b>	
Address	
City, ON	
Postal	
Phone	
<b>CAREER OBJECTIVE</b>	
XXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	
<b>WORK EXPERIENCE</b>	
Dates	Job #1 City, ON
	<ul style="list-style-type: none"> <li>• XXXXXXXX</li> <li>• XXXXXXXX</li> </ul>
Dates	Job #2 City, ON
	<ul style="list-style-type: none"> <li>• XXXXXXXX</li> <li>• XXXXXXXX</li> </ul>
Dates	Job #3 City, ON
	<ul style="list-style-type: none"> <li>• XXXXXXXX</li> <li>• XXXXXXXX</li> </ul>

1. Are the headings formatted the same throughout?
2. Is the spacing consistent?
3. Do the bullets have consistent margins?
4. Are all the bullets the same size and appearance? Don't change from bullet points to numbers part way through.
5. Do all the margins line up?
6. Is the font the same throughout?
7. **IS IT CLEAN & CRISP?**



## 3. Successful Interviewing

### What to Wear

The focus needs to be on **you**, not what you are wearing.

- ✓ Know your industry and dress accordingly.
- ✓ Wear shoes that you can walk properly in and that are comfortable enough for a tour of the facility should one take place.
- ✓ Tone down jewellery and makeup.
- ✓ Wear clean clothing—no lint or stains.
- ✓ Press clothing—no wrinkles.
- ✓ Be sure your hair is neatly groomed.
- ✓ Wear a jacket. It can be taken off if the interview appears less formal or kept on if everyone is wearing business attire.

#### You could choose...

A tailored pair of dark dress pants, dark dress shoes with a medium or low heel; a shirt with a collar (with some colour or print) and a blazer to leave on or take off as you decide. Men could also wear a tie. Some communities have programs in place to provide applicants with appropriate interview clothing if they cannot afford to purchase an outfit.

### What to Bring

- ✓ One bag or case with everything you need. **Not a bag and a purse.** One bag. This will help you look polished, organized and neat.
- ✓ Copies of your resume.
- ✓ A typed list of your references (if not listed on the resume).
- ✓ A portfolio or examples of your work if applicable.
- ✓ Thank you letters from previous employers/customers.
- ✓ A bottle of water should you cough or lose your voice.
- ✓ Pen and pad of paper.

## What to Say

- ✓ It is common to be asked if you have any questions at the end of an interview. Have these prepared to show your level of engagement.
- ✓ Read as much information about the company and review the company's website, paying particular attention to their mission statement, goals and current issues.
- ✓ Less is more. It is tempting to keep chatting to avoid an uncomfortable silence, but this opens the door to disclosing more than you intended or descending into negativity. Don't be afraid of the silences. When you are finished answering the question, smile at the interviewer and let them take the lead.
- ✓ There is nothing wrong with taking a few seconds to gather your thoughts after a question. It is fine to say, "I just need a moment." Also, you can ask for the question to be repeated or clarified if you don't understand.

## How to Act

- ✓ Confident smile, firm handshake and eye contact with interviewer.
- ✓ Good manners and no questionable language.
- ✓ No negativity about past employers or competitors, etc.
- ✓ Don't fidget, tap or pick.
- ✓ Be conscious of your body language. Present yourself in an open, confident way and it will help you feel more self-assured. Arms should be at your side, not crossed in front of you.
- ✓ Be alert and attentive. Don't lounge in the chair; sit upright. Put one foot behind the other ankle instead of crossing your legs and slouching.
- ✓ Thank the interviewer for their time at the end and send a thank you note if you wish.

# Behavioural Interviews

## Preparation for the Behavioural or Functional Interview

(Used with permission of Lori Turner-Otte )

Many large employers and the public service sector use this type of interview. This format is used to draw out concrete examples from the interviewee's experiences about when they have been challenged in some way. This will demonstrate to the employer how you will handle difficult circumstances. Basically, all the questions are very similar.

Think of a time when "x difficult situation" occurred. How did you handle it? What was the outcome?

The best way to prepare is to spend some time coming up with several scenarios from your own experience. Most should be work related, but if you don't have a lot of work experience, then scenarios can be pulled from volunteering, school, etc. These answers can then be practiced, and tailored to answer the questions posed during the interview. A single scenario can work well in answer to several different questions.

Possible scenarios to think about:

- a disagreement with a supervisor or a co-worker
- a time when you were challenged working with a team
- an ethical dilemma
- a moment of great pride in the way you handled a challenge
- a difficult encounter with a customer
- a time when you had to balance priorities or manage time effectively to be successful

Clean up your social media accounts. Remove questionable pictures, language or subject matter. Employers do check. Google yourself. What comes up?

The bonus of doing this type of preparation is that it forces you to reflect on strengths and abilities, thereby boosting your confidence.

Possible pitfalls:

- Too much information! It is easy to disclose more information than you should, i.e., about a difficult interpersonal relationship with a supervisor. Stay professional and stick to the facts.
- It is easy to talk yourself into negative territory when relating difficult experiences. Ensure you end on a positive note, e.g., “My plan was not adopted by management, but I was able to put this into perspective, and I realize that the experience gained putting such a plan together was invaluable.”
- It is tempting to finish the answer without wrapping up with the outcome. Talk about what you learned or what experience you gained as a result of the situation.

## **Practice, Practice, Practice**

Write down a list of possible questions – there are millions to choose from on the internet. Look for questions specific to your industry. Take the list with you and practice answering—in the car, in the grocery store, before bed, whenever you have a spare moment. This will help you to be polished and prepared for the interview.

## **Be Your Best Self**

The bottom line is that a job interview is a two-sided process. The “fit” must be good on both sides of the interview table. If you were not successful, then it likely would not have been a good position for you. Be your best self, but not someone else. Chances are, if you click with the company, and vice versa, you will be happy in that environment. Every interview helps you prepare to clinch the job that is the perfect job for you.



# Sample Interview Questions

## Standard Questions

1. Tell me about yourself
2. What are your strengths?
3. Name one of your weaknesses and how you are working to overcome it?
4. What are your career goals? Where do you see yourself in 3-5 years?
5. Why do you want to work here? Why should we hire you?

## Behavioural Questions

6. Tell me about a time when you have worked as part of a team.
7. How are you in dealing with stressful situations? Give an example.
8. How would you rate yourself as a public speaker?
9. How would you describe your ability to deal with conflict? Explain.
10. Describe a time when you were able to manage your time effectively.
11. Describe a time when you have made a mistake and what you did to correct it.
12. What is your experience working in a culturally diverse setting?

## Resume Related Questions

13. Describe your position at..... (insert company name).
14. Please explain the gap on your resume from (year X) to (year Y).
15. What did you enjoy most about your time with (insert company name here)?

## Other Questions

16. How would you describe your last/current supervisor? What would you change about him/her?
17. What do you know about our company? What do you know about this industry?
18. How would you describe your work style?
19. What do you enjoy most/least about working as a \_\_\_\_\_?

### **Questions to ask at the end of an Interview**

1. If I am selected for the position, what will the training process involve?
2. What do you enjoy most about working here?
3. Can you tell me about the team that I will be working with?
4. What are the biggest challenges that someone in this position would face?
5. When do you expect to make a hiring decision?

Do NOT ask...

- How much vacation time do I get? (You'll find this out if there is a job offer.)
- How much does the job pay? (Same as above.)
- How much notice do you need if I want to quit?
- How do I compare to the other candidates?

### **Illegal Interview Questions**

Employers do not have the right to ask personal questions related to a candidate's:

- Race, colour, or national origin.
- Religion
- Sex, gender identity or sexual orientation
- Pregnancy status
- Disability
- Age or genetic information
- Citizenship
- Marital status or number of children

Samples of illegal questions:

- Do you have a disability?
- How old are your children? What childcare arrangements do you have in place while you work?
- Are you pregnant? Do you plan to have children?
- When did you graduate from high school?
- Are you a Canadian citizen?
- What does your husband/wife do for a living?
- In which country did you live while you were growing up?
- Will you need personal time off for any religious holidays?
- How long do you plan to work until you retire?
- Have you experienced any serious illnesses in the past year?

## 4. Disclosure

Should I disclose to a potential or current employer information regarding my invisible disability (i.e., cognitive, learning disability, anxiety)? This is a tough question and a very personal one. Here is a site with great information on the pros and cons of disclosure and your rights. The bottom line is, it is your choice, but we recommend you prepare in advance so you aren't blindsided.

- [www.connectability.ca/2017/12/04/a-job-coachs-tips-on-disclosure-in-the-workplace/](http://www.connectability.ca/2017/12/04/a-job-coachs-tips-on-disclosure-in-the-workplace/)

### Remember:

- You do not have to disclose your diagnosis, only the nature of the impairment that necessitates accommodation, i.e., "I need speech-to-text software in order to complete reports in an efficient manner."
- You can disclose at any point during or after the hiring process.
- Your employer is obligated to accommodate you unless this would expose him/her to undue hardship.
- Deciding against disclosure may hurt your relationship with your employer in the long term. It also may be stressful for you to hide a disability.
- Deciding against disclosure could compromise your safety or the safety of your co-workers.
- Disclosure may open you up to possible discrimination.
- Conversely, some large employers and the government seek to hire persons with disabilities to meet employment equity goals. Find a current list of the best diversity employers at Canada's Best Diversity Employers [www.canadastop100.com](http://www.canadastop100.com).

## 5. Accessing Resources

### Federal

- **Federal Student Work Experience Program (FSWEP)** helps match students with federal departments and agencies for temporary jobs by maintaining a national inventory of students seeking employment within the federal public service.

[www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html](http://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html)

- **Summer Work Experience** program creates summer employment opportunities for secondary and post-secondary students, and provides students with the opportunity to acquire skills, gain valuable work experience and help finance their return to school.

[www.canada.ca/en/employment-social-development/services/funding/summer-work](http://www.canada.ca/en/employment-social-development/services/funding/summer-work)

- **Inclusion Canada** is designed to increase labour force participation of people with intellectual disabilities, and thereby advance economic productivity and social inclusion in Canada.

<https://inclusioncanada.ca/campaign/employment/>

## Provincial – Ontario (1 of 2)

- **Second Career**

This Ontario government program helps you train for a new job. Second Career provides financial support to help laid-off Ontarians participate in training for a new career. If you were laid-off any time after January 1, 2005, you're eligible to apply for Second Career. Second Career provides up to \$28,000 to support tuition, travel, books and other training-related costs. Additional funds may be available for people with disabilities and for people who need help to pay for academic upgrading, the costs of living away from home or childcare.

[http://www.secondcareerontario.com/web/second\\_career/landing/](http://www.secondcareerontario.com/web/second_career/landing/)

- **Programs for Youth**

A list of programs to help young people get ready for the job market that includes opportunities to get work experience, get training or learn from the experts.

<https://www.ontario.ca/page/job-programs-youth>

- **Ontario Disability Support Program (ODSP) Employment Supports**

Employment Supports can help even if you have never worked before, have been out of work for some time or are in school. Once you start working, you can also get assistance to keep your job or to advance your career. You don't have to be receiving Income Support from ODSP to be eligible for Employment Supports.

[www.mcass.gov.on.ca/en/mcass/programs/social/odsp/employment\\_support/](http://www.mcass.gov.on.ca/en/mcass/programs/social/odsp/employment_support/)

- **Ontario Job Opportunity Information Network (JOIN)**

This is one of Canada's leading organizations specializing in recruitment of persons with disabilities and disability in the workplace. JOIN works with job seekers with disabilities to find and maintain work and assist employers to recruit qualified candidates to meet their hiring needs and make their workplaces more accessible.

<http://www.joininfo.ca/>

- **Ontario March of Dimes**

Employment services, vocational assessment service, community-based work assessment and occupation therapist services. Serves clients with chronic pain and learning and physical disabilities. Barrier-free design and consultation.

[www.marchofdimes.ca](http://www.marchofdimes.ca)

## Provincial – Ontario (2 of 2)

- **WORKink™**

This is an online career development and employment portal for Canadians with disabilities. Provides job search tools, career guidance and resources pertaining to education and employment.

**<http://www.workink.com/>**

## Developmental Services Ontario (DSO)

For those with a developmental disability, Developmental Services Ontario is essentially a clearinghouse that assesses eligibility for services and supports for those with a developmental disability. In order to access services and supports, the person must have a developmental disability as defined within the **Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act (2008)**.

Once eligibility is confirmed, DSO will help adults with developmental disabilities find services and supports in their community. The only way to access these supports is through the DSO. They can also provide information and help to clients and caregivers with planning for the future.

- **[www.dsontario.ca/](http://www.dsontario.ca/)**

## Local Resources London (1 of 2)

- **Community Living London**

From accommodation to advocacy services, Community Living London helps people with intellectual disabilities realize their goals and dreams.

**[www.cll.on.ca/index.php/services/employment-services/](http://www.cll.on.ca/index.php/services/employment-services/)**

- **Hutton House**

Hutton House Employment Services helps people with physical, mental health, and learning and developmental disabilities find and keep a job.

**[www.huttonhouse.com](http://www.huttonhouse.com)**

- **Leads Employment Services**

Employment Services for persons with disabilities, including: Employment counselling, career planning, job search assistance, interview preparation, individual employment assistance, job coaching, follow up, and employment and community placement for Ontario Works recipients.

**[www.leadsservices.com/](http://www.leadsservices.com/)**

- **Youth Opportunities Unlimited**

Job Search Resource Centre: computers, fax, copiers; Employment Services: Job Connect, 1:1 case management and job referral services (youth 16-24 yrs), workshops (all ages), and training programs. Academic Upgrading: GED; Volunteer Placement: industrial and customer service placements; Casual Labour Line.

**[www.you.ca](http://www.you.ca)**

- **WILL Employment Connections**

Employment Counselling, Employment Preparation Program, Volunteer Work Placements, Mentorship for Newcomer Success Programs. Access Centre for Regulated Employment provides information and application assistance to internationally trained individuals seeking licensure or related employment in Ontario's regulated professions.

**<https://willemployment.ca/>**

## Local Resources: London (2 of 2)

- **Goodwill Industries**

Services for all ages and abilities who need help with employment preparation, job search skills, resumes and cover letters, interview and networking skills. Assessment, diagnostic services and return-to-work services. Employment supports for people with disabilities: job coaches, job maintenance and retention services self-employment supports for people with disabilities offered in partnership with the Small Business Centre.

**[www.goodwillindustries.ca/](http://www.goodwillindustries.ca/)**

- **London Employment Help Centre**

In existence for 30 years to assist individuals to enter/re-enter the labour market and find meaningful employment through a variety of programs and services offered at two locations. Resource Centre with free internet access, photocopier, printer, fax, newspaper, reference materials, training and community information and so much more.

**[www.lehc.ca/](http://www.lehc.ca/)**

- **London Training Centre**

London Training Centre is an award-winning, non-profit social enterprise that provides innovative, effective and integrated training opportunities for people who need new skills to enjoy the dignity that comes with employment, independence and self-reliance. As an Employment Ontario sponsored organization, it can provide information about all of the Employment Ontario programs and services.

**[www.londontraining.on.ca/employment\\_services.htm](http://www.londontraining.on.ca/employment_services.htm)**



## Local Resources: Hamilton (1 of 2)

- **Employment Hamilton**

Employment counsellors are available to help with resume creation, job search strategies and interview tips. Employment Hamilton offers numerous training opportunities and will assist in setting up an apprenticeship. Services available to job seekers of all ages with specific services available to students and newcomers to Canada.

**[www.employmenthamilton.com/](http://www.employmenthamilton.com/)**

- **Mohawk College Community Employment Services**

Provides free employment services to anyone in the community. Services include a job board, job search strategies, resume writing, interview techniques, accessing apprenticeship and training supports. Specific services available to students and new immigrants.

**[www.mohawkcollege.ca/community-employment-services](http://www.mohawkcollege.ca/community-employment-services)**

- **PATH Employment Services**

PATH helps people with any kind of disability find and keep jobs. Individualized employment services and workshops are available.

**[www.pathemployment.com/](http://www.pathemployment.com/)**

- **Goodwill Career Centre, Hamilton**

Goodwill Career Centre meets with each person individually and provides tools and information for finding a new career direction, specialized training and a great job. Experienced Career Development Specialists along with Job Developers assist with the process of planning, finding and maintaining employment.

**[www.goodwillonline.ca/](http://www.goodwillonline.ca/)**

## Local Resources: Hamilton (2 of 2)

- **YWCA Hamilton Employment Services**

Provides many employment services, including job search information, assistance with resume writing and interview techniques. Numerous workshops offered.

**[www.ywcahamilton.org/employment](http://www.ywcahamilton.org/employment)**

- **Wesley Urban Ministries**

Professional career counsellors and a resource centre help job seekers to find and secure meaningful employment. Job developers help job seekers match their skills and abilities with job opportunities. Many workshops and training programs are offered.

**<https://wesley.ca/careers/>**

# Local Resources: Ottawa & Kingston 1 of 1

## Ottawa

- **Causeway Work Centre**  
[www.causewayworkcentre.org](http://www.causewayworkcentre.org)
- **Centre de services à l'emploi**  
<https://www.csepr.ca/>
- **Youth Services Bureau**  
[www.ysb.ca/services/ysb-employment-services/](http://www.ysb.ca/services/ysb-employment-services/)
- **The Employment Centre, Algonquin College**  
General Site: [www.algonquincollege.com/employment/](http://www.algonquincollege.com/employment/)  
Pembroke: [www.algonquincollege.com/pembroke/campus-employment-services/](http://www.algonquincollege.com/pembroke/campus-employment-services/)  
Perth: [www.algonquincollege.com/perth-employment](http://www.algonquincollege.com/perth-employment)
- **University of Ottawa Career Development Centre**  
[www.sass.uottawa.ca/en/careers](http://www.sass.uottawa.ca/en/careers)
- **Carleton University Career Services**  
<https://carleton.ca/career/>
- **City of Ottawa**  
[www.ottawa.ca](http://www.ottawa.ca)

## Local Resources: Kingston

- **St Lawrence College Employment Services**  
[www.employmentservice.sl.on.ca](http://www.employmentservice.sl.on.ca)
- **Keys Job Centre** serving Kingston, Gananoque, Elgin, and Smiths Falls)  
[www.keys.ca](http://www.keys.ca)
- **Restart**  
Employment Services Kingston  
[www.restartnow.ca](http://www.restartnow.ca)

## Local Resources –Toronto 1 of 2

- **Youth Employment Services (YES)** (15-29 years old)

*The Employment Champion for Youth*

Call YES Today 416-504-5516

[www.yes.on.ca](http://www.yes.on.ca)

Youth Employment Services YES  
555 Richmond Street West  
Suite 711, Box 115  
Toronto, ON M5V 3B1

- **YESability**

YESability is an employment program for youth and adults with disabilities.

YESability provides individualized action planning, career counselling, specialized job development, labour market information, work placement opportunities, accommodation support, on-the-job coaching. The program also provides access to additional assistance through ODSP Employment Supports, including transportation and assistive technology.

Located at YES Employment Centre: YES Employment Centre, 1610 Bloor Street West  
Drop-in or call (416) 535-8448. Ask to speak with the YESability Coordinator

[www.yes.on.ca/yesability/](http://www.yes.on.ca/yesability/)

- For post-secondary students, remember to access the career centre at your college or university.

<b>University of Toronto</b>	<u><a href="http://www.studentlife.utoronto.ca/cc/appointments">www.studentlife.utoronto.ca/cc/appointments</a></u>
<b>York University</b>	<u><a href="http://www.careers.yorku.ca/">www.careers.yorku.ca/</a></u>
<b>OCAD</b>	<u><a href="http://www.ocadu.ca/services">www.ocadu.ca/services</a></u>
<b>George Brown</b>	<u><a href="http://www.georgebrown.ca/career-services/">www.georgebrown.ca/career-services/</a></u>
<b>Humber</b>	<u><a href="http://www.humber.ca/advising/career-services">www.humber.ca/advising/career-services</a></u>
<b>Centennial</b>	<u><a href="http://www.centennialcollege.ca/student-life/career-services">www.centennialcollege.ca/student-life/career-services</a></u>

## Local Resources –Toronto 2 of 2

- **City of Toronto Employment Site**  
<https://www.toronto.ca/home/jobs/>
- **Volunteer Toronto**  
Volunteer Toronto is Canada's largest volunteer center connecting volunteers to the organizations that need them. Our services empower local volunteers to find opportunities that make a positive difference in their community.  
<https://www.volunteertoronto.ca/>
- **Ability Edge**  
Ability Edge offers internships specifically designed for university, college and high school graduates with disabilities.  
[www.careeredge.ca](http://www.careeredge.ca)

**The Pediatric Oncology Group of Ontario** works to ensure that children, survivors and their families have access to the best care for the best possible outcomes throughout the spectrum of illness, recovery and survivorship.

Funded by the generosity of donors,  
**The POGO School and Work Transitions Program** provides guidance, advocacy and empowerment for childhood cancer and brain tumour survivors to help them make a smooth transition from high school to appropriate school and work situations.



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[www.pogo.ca](http://www.pogo.ca)

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