



# The Corporation of the Town of Cobourg

## ACCESSIBILITY COORDINATOR

### One Year Contract

Reporting to the Manager, Legislative Services/Municipal Clerk, the position of Accessibility Coordinator is responsible to develop, coordinate and update the Town's Accessibility for Ontarians with Disabilities Act, 2005 (AODA) program, policies and procedures including the Town of Cobourg's Corporate Multi-Year Accessibility Plan.

This will require the examination of existing services and programs for AODA compliance, education of staff on relevant disability barriers that potentially could be encountered in providing services to the Public and providing information and assistance to staff in their pursuit and commitment to comply with all legislative requirements of the AODA.

This position will also act as staff liaison and Committee Secretary for the Town of Cobourg Accessibility Advisory Committee.

#### **Responsibilities:**

- Develop, coordinate, monitor, update, and distribute the Town's Accessibility Plan.
- Coordinate implementation and compliance of provincially mandated accessibility standards.
- Acts as liaison between Council, the Municipal Accessibility Advisory Committee, staff and the public
- Provide advice to the Municipal Accessibility Advisory Committee with respect to research, report writing, correspondence and other procedural matters.
- Prepare all meeting agendas and materials for the Municipal Accessibility Advisory Committee.
- Research and provide information to Departments with respect to issues, trends and other technical matters related to the removal of barriers for persons with disabilities Committee
- Monitor provincial developments regarding the Ontarians with Disabilities Act (ODA) 2001 and the Accessibility for Ontarians with Disabilities Act 2005 (AODA) and related legislation including AODA standards and examine municipal implications and requirements for compliance.
- Create and maintain a communications strategy and adapt service to new requirements of the AODA. Prepare a project plan to implement changes necessary to ensure that departments are aware of their responsibilities under the AODA and to prepare a resource plan for training and projects necessary to meet the AODA requirements.
- The Coordinator will establish and implement a corporate wide organizational program that meets the principles of accessibility in accordance with the Ontarians with Disabilities Act 2001 and the Accessibility for Ontarians with Disabilities Act 2005 and related legislation.
- Conduct accessibility audits on Town facilities, programs, policies, procedures and processes, as required, and make recommendations for accessibility updated.
- The position is also responsible for other administrative duties as required.



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### Education/Experience/Skills:

- Post-Secondary diploma or degree, preferably in a Social Sciences or a related program
- Well-developed knowledge and understanding of the Ontarians with Disabilities Act 2001 and the Accessibility for Ontarians with Disabilities Act 2005 and related legislation
- Experience in facilitating and organizing training programs
- Effective communication skills, both verbal and written, including report-writing and policy development skills
- Excellent interpersonal and customer services skills
- Experience in computer programs including Microsoft Word, Microsoft Excel, etc.
- Must possess a valid Class G2/G Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work
- Must obtain a Satisfactory Police Record Check upon employment

### Working Conditions

This will be a one year contract working 35 hours per week. Hours of work will be Monday to Friday 8:30am to 4:30pm. The position may be required to work evenings and weekends.

### Wage:

The annual salary for this position is Non-Union Grade 4 \$55,931 - \$65,432.

Interested applicants should forward their resume in confidence no later than **July 3, 2020 at 4:00pm** to the attention of the **Human Resources Department** at [careers@cobourg.ca](mailto:careers@cobourg.ca)

***NOTE: due to COVID-19 restrictions the interviews and the selection process may be delayed***

*We thank all applicants however only those selected for an interview will receive a response.*

*In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*