Presents

Transition to Employment for University Graduates with Disabilities

MountAllison
Meighen Centre
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The Job Search, Application, and Interview Process

Congratulations Grad!

So you’ve graduated from university. It’s taken years of hard work, organization, and planning for you to get to this point. Take a deep breath and give yourself a pat on the back for a job well done! You have accomplished something significant. Enjoy the moment. You’ve earned it.

The most common question that you will likely get from family and friends at this point will be “What are you doing next?” Perhaps you’ve given this question a lot of thought and have your next move planned. But perhaps you are a little unsure and are weighing the options. Should you take some time to travel? Will you take more education? Or do you plan on transitioning into the workforce?

What you do after completing your undergraduate degree is a personal choice. No one can make the decision for you. But at some point most university graduates will contemplate their options in searching for employment and transitioning into the workforce.

Transition to Employment for University Graduates with Disabilities

If you are a university graduate with a disability, the process of finding and retaining employment is typically the same as for any university graduate searching for work. However, there may be additional factors that you will need to consider as you search for work: Does the nature of your disability limit the kind of tasks you are able to do? Should you disclose your disability to an employer? Will you need accommodations to perform your job? How can you convince an employer to focus on your abilities and not your disability? How can you ensure that you will be successful in the workplace?

These extra considerations may cause some university graduates with disabilities to approach the transition to work with some degree of apprehension. However, making use of career planning tools and putting effective job search strategies in place can allay any hesitations you may have and help you to find and keep the job you want (Alberta Learning Information Services [ALIS], 2016d).

Where to Begin?

Beginning the job search process begins with an honest evaluation of who you are and what you bring to the table of a potential employer. What skills and experience do you have that an employer will value? What type of work is a good match for your abilities?

Know Yourself

One of the most important components of making a smooth transition into the workforce is knowing who you are and being able to effectively market yourself to a prospective employer. Just as effectively marketing a product involves knowing the product inside out – what it can do, as well as its limitations – so you need to know yourself well to market yourself to an employer.

Think of yourself as your own brand. Who are you? What are your strengths and weaknesses? Why should someone hire you? What do you have to offer, and why are you better than the other applicants? (Eager, 2012). Ultimately, you want to highlight your strengths and minimize the impact of any
weakness you have.

Knowing yourself includes knowing how your disability impacts the kind of work you are able to do. Many postsecondary students with disabilities will have documentation (e.g., psychoeducational assessment) from a medical or other professional stating the nature of their disability and the impact it has on their daily routine. If you haven’t taken the time to review this document in depth, now is the time to do so. If you need help understanding your documentation you should make an appointment with someone familiar with such documentation such as a disability services advisor, a career counselor who has experience working with persons with disabilities, or the professional who conducted your assessment. Ask them to explain what it means and how it will impact important decisions you make in the future, including career planning.

Being armed with this knowledge will help you to determine the kinds of jobs you should target, as well as those that you should avoid. Applying for positions that you know you are qualified for and will be able to handle will likely help you make a smooth transition into employment (ALIS, 2016c).

**What Can I Do with My Degree?**

Part of this evaluation includes the knowledge and experience you have gained by completing your degree. Many students are unsure of how their degree and associated major or minor areas of study relate to various career paths.

Both the University of Guelph and Carleton University have excellent resources for helping university graduates find degree-specific career information. Take some time using these tools to explore potential career paths that relate to your degree. For more information, please explore the following links:

- University of Guelph Co-operative Education and Career Services [https://www.recruitguelph.ca/cecs/students-alumni/what-can-i-do-my-degree](https://www.recruitguelph.ca/cecs/students-alumni/what-can-i-do-my-degree)

- Carleton University Co-op and Career Services [http://carleton.ca/career/students-alumni/resources/what-can-i-do-with-my-degree/](http://carleton.ca/career/students-alumni/resources/what-can-i-do-with-my-degree/)

These tools can give you ideas for the types of jobs that you might be interested in applying for, or gaining the experience to apply for in the future. Keep in mind that in order to secure your ideal job you may have to take a job that is less than ideal for a period of time. Don’t view this as a failure or a compromise of your values; rather, view it as an opportunity to gain the experience you need to find your ideal job when the opportunity arises.

**Know the Job**

Once you have identified a job or career path that you would like to pursue it is important to understand what the job entails. What kinds of duties will you likely be assigned? What skills are required to successfully meet the demands of the job? Do you have those skills? Will you need accommodations to perform the job?

Answering these questions will involve doing research on the position that likely goes beyond the description in the job posting. An excellent resource for understanding the skills and duties a job entails is the Government of Canada Job Bank website.
This is not simply a website where jobs are posted. It also contains some powerful career exploration tools that can help you identify the duties a job will likely entail. The website also has information on wages associated with various jobs, as well as the outlook for those jobs in your region.

To use this tool, follow these steps:

2. Click on the Explore Careers tab near the top of the page. From the drop-down list, select “By Occupation” (http://www.jobbank.gc.ca/occupation_search-eng.do).
3. In the “Occupation” text box, type in key words of the job title you are interested in researching.
4. Enter the region you are interested in finding work in the “City or Postal Code” text box.
5. Click “Search”.
6. Under the job title and NOC code, click on “Description | Titles | Duties | Related Occupations” and select “Duties” from the drop-down list.

This will give you an overview of the duties and tasks that are commonly performed in that particular job. You can use this as a starting point for evaluating whether a given job is a good match for your skills and abilities, and whether you may require accommodations to successfully perform some of the duties associated with that job.

**Job Search**

The impact of your disability is likely to be minimized when you put effective career planning and job search techniques into place.

Alberta Learning Information Service (2016c) recommends the following steps when searching for work:

1. Analyze the kind of work you are able to do.
2. Look for employers who are likely to focus on your abilities and potential.
3. Figure out what you need to succeed at a job, and apply for positions that meet most of your needs.

**Analyze the kind of work you are able to do.** If you haven’t done so already, please review the information discussed previously in the “Where to Begin?” section. Once you have taken time to evaluate yourself, your experience, your degree program, and research what duties a given job entails, you should have a sense for what positions you are qualified for and know you can perform well in. Apply for these positions.

**Look for employers who are likely to focus on your abilities and potential.** This is where knowing yourself, having properly assessed a job’s duties, and researching a prospective employer is key. When applying for a job you will want to be sure that you have the skills required and that the work meets your needs and expectations.

When researching employers, start with a list of organizations that you would like to work for. Do they reflect your values? Examine their hiring practices. Do they have a reputation for being inclusive, hiring a diverse workforce.
that includes people with disabilities? Do they state on their website or on the application form that they hire for diversity or are an equal opportunity employer?

Ask people in your network if they can recommend any employers that have a disability-friendly hiring policy. Contact employment agencies that work with people with disabilities. They are likely to know organizations that actively hire people with disabilities (ALIS, 2016b).

Employers that are federally regulated must comply with employment equity legislation. This includes the federal government, federal organizations, Crown corporations, and federally regulated private sector companies, representing over 500 organizations in Canada that employ over 760,000 individuals. Every year these organizations must file a report to the federal Labour Program to ensure they are in compliance with the requirements of the Employment Equity Act. These reports are available to the public and you are able to request a list of the organizations participating in the Legislated Employment Equity Program. This can be an excellent resource for you to find an employer with a proven track record for hiring persons with disabilities.

1 For a complete list of organizations participating in the LEEP program please see the Appendix. You can also request the most up-to-date list of organizations in the LEEP program, or request to view individual reports by visiting the Employment and Social Development Canada website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/leep.html) or sending an email to ee-emc@hrsdc-rhdcc.gc.ca and request access to Workplace Equity Information Management System (WEIMS).

Figure out what you need to succeed at a job, and apply for positions that meet most of your needs. It is important to know what type of job is a good fit for you and what type of work environment you are likely to thrive in. If conditions are not ideal, you might want to give thought to whether accommodations would help you to succeed at work. For example, a person with ADHD might find it difficult to succeed in an open office environment with cubicles and high noise levels. However, that individual might be able to overcome that barrier by using noise-cancelling headphones in order to concentrate better. A study of 46 successful adults with learning disabilities found that they had searched for work environments that optimized their skills and abilities, while minimizing their weaknesses, allowing them to experience the most success (Gerber, Ginsberg, & Reiff, 1992). This is referred to as goodness of fit. Make this your goal when searching for employment.

Application Process

Once you have decided on which jobs and organizations you wish to apply to you will want to make sure that your application package is appealing and well-executed.

Resumes and Cover Letters. Unless you have made previous contact with a prospective employer, your cover letter and resume will be the basis of an employer’s first impression of you and will determine whether you get an interview.

Remember that you are marketing yourself. You cannot afford mistakes on your cover letter or resume – both documents must be flawless. Make sure your resume is up-to-date and free of any spelling or grammar errors. Employers typically view a resume
for 15 seconds to a maximum of one minute (Ryan, 2012). You will want to make sure your application package grabs their attention and doesn’t give an employer any reason to rule you out (Canadian Council on Rehabilitation and Work [CCRW], 2014).²

According to Ryan (2012) you will want to avoid the following mistakes when creating your resume and cover letter:

- **Lying.** This should seem obvious but employers are likely to catch lies during the interview or reference checks, so don’t exaggerate or lie about your accomplishments.
- **No accomplishments listed.** Avoid including dull lists of job descriptions, duties, or assigned responsibilities. Focus on your accomplishments and what results you achieved.
- **Resume too long and small font.** Most hiring managers won’t read anything much more than a page, so keep your resume concise, and stay focused on accomplishments and action words that will grab the attention of the employer. Similarly, avoid trying to cram too much information in by using a small font, as it will likely be passed over. Use a size 12 font and clean fonts (i.e., Arial, Helvetica) so your package can be easily read.
- **Spelling mistakes.** Many employers will stop reading a resume and immediately rule you out if there are spelling errors. If spelling and grammar are a challenge for you, ask a trusted friend or colleague to proofread it and give you feedback.


  ³ Please see the following article from ALIS (2016a) on creating an effective cover letter: [http://alis.alberta.ca/ep/eps/tips/tips.html?EK=154](http://alis.alberta.ca/ep/eps/tips/tips.html?EK=154)

- **No cover letter.** Employers state that cover letters are very influential and can make a candidate stand out. Create a targeted cover letter that addresses the employer’s needs, advertises your top skills and accomplishments, and how you can perform the job.

**Disclosure during the application process.** If you don’t need accommodations for the job interview and feel that your performance will not be unduly affected by your disability, most experts recommend that you not disclose your disability on a resume or application form, unless you are sure that an employer has disability-friendly hiring policy (ALIS, 2016c; CCRW, 2014). For a more in depth discussion of disclosure, please see “Should I Disclose My Disability?” in Section 2 of this guide.

**The Job Interview**

The job interview can be a nerve-wracking and intimidating experience for anyone. If you have a visible disability, you may wonder how the interviewer will respond to your disability and the best way to address it. If you have an invisible disability, such as an anxiety disorder for example, the unknowns of the job interview may amplify feelings of anxiety, or you may wonder if or when you should disclose.

In all these scenarios, the key to a successful job interview is practice and preparation. Make no mistake about it: preparing for a job interview is hard work. But the trade-off in terms of increased confidence and making a positive impression that increases your chances of getting hired are well worth the effort.®
the effort. A job interview is too important to improvise or “wing it.”
Most experts recommend the following steps when preparing for a job interview:

1. **Research the job and organization that you are applying to.** Use the company website to learn as much as you can about their products and services. Look at press releases, brochures, annual reports, and social media (ALIS, 2016f; Brown-Volkman, 2012). Also take time to review your skills and abilities against the job requirements and job posting. Think about how your skills, knowledge, interests, values, accomplishments, and personal characteristics make you a good match for the job and be ready to talk about them (ALIS 2016f).

2. **Practice.** Giving advance thought to the types of questions that will likely come up during an interview and practicing how you will respond to them will help you with feelings of nervousness or anxiety. Take some time to review common questions that come up in job interviews⁴ and write down your responses (Brown-Volkman, 2012). Don’t memorize your responses – focus on key points you want to remember – and then practice your responses aloud so your replies come across as natural and sincere. Ask a friend or family member to role play with you. Also be sure to prepare a few questions to ask the interviewer about the job or organization that you couldn’t find in your research (ALIS, 2016f).

3. **Make a positive impression.** It is important to make a good first impression, so be sure to dress and groom yourself in a professional manner. Dress how you expect the interviewer to dress (ALIS, 2016f). Be sure to arrive early. This will help alleviate unnecessary stress. Be friendly and respectful with everyone you come into contact with. Make eye contact, smile, and shake hands firmly when you meet the interviewer. Pay attention to your body language. Avoid things such as leaning back or sitting on the edge of your chair, or crossing your arms (ALIS, 2016f). Be upbeat, positive, and act confident (Brown-Volkman, 2012). Alberta Learning Information Service (2016f) also recommends the following tips during the interview:

   - Turn off your cell phone when you arrive at the interview and leave it off until you leave. Use a pen and paper to make notes, rather than a laptop or other device (unless you require these as an accommodation).
   - Follow the interviewer’s lead. Even unusual or irrelevant questions get asked for a reason.
   - Listen closely to the questions so you can answer them accurately. If you don’t understand a question, politely ask the interviewer to rephrase it. If you don’t know the answer, say so.
   - Take a moment to think before you answer a question. Be pleasant, sincere and direct. Stay on topic.
   - Avoid answering with only “yes” or “no.” Try to figure out what the interviewer wants to know and answer with that in mind.
   - Follow up after the interview with a thank you note or email that emphasizes 2 or 3 reasons why you’re the best candidate for the job.

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⁴ For a list of typical job interview questions, see the following WorkInk article: [http://www.workink.com/articles.php?prlD=5&pglD=21&art=131](http://www.workink.com/articles.php?prlD=5&pglD=21&art=131)
Applying these tips and suggestions will help you to make a strong first impression and increase your chances of receiving an offer of employment.

**Know Your Rights**

While preparing for questions that might come up during a job interview, it is also important to think about how you might respond to inappropriate questions that a prospective employer might ask you during a job interview. For example, under the New Brunswick Human Rights Act it is inappropriate for an employer to ask questions on several grounds that could be discriminatory, including a candidate’s age, race, religion, sexual orientation, or mental or physical health (New Brunswick Human Rights Commission, 2014). You do not have to answer questions that ask for specific information on such topics.5

If such questions come up during the application process, you can simply write “not applicable” on the form; otherwise you should politely and tactfully tell the interviewer that the question is inappropriate. It is possible that you can address the underlying concern that prompted the question (e.g., concerns about attendance, reliability, commitment, fit within organization, etc.) by re-framing the question and speaking about your positive qualities, such as strong work ethic, excellent attendance record, or desire to succeed in an organization, for example (ALIS, 2016c).

**Disclosure during the interview process.**

As mentioned previously, if you don’t need accommodations for the job interview and feel that your job performance will not be unduly affected by your disability, most experts recommend that you not disclose your disability during a job interview, unless you are sure that an employer has disability-friendly hiring policy (ALIS, 2016e; CCRW, 2014). For a more in depth discussion of disclosure, please see “Should I Disclose My Disability?” in Section 2 of this guide.

However, if you have a visible disability or do decide to disclose during the interview process, be sure to leverage the skills you have developed as a result of your disability to your advantage. Give yourself credit for unique skills you have developed as a result of meeting the challenges of your disability, such as creativity, flexibility, positive attitude, problem-solving skills, and determination (ALIS, 2016d). These are skills that employers highly value and will be an asset to you if you are able to highlight them during the application or interview process.

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5 If you feel that your rights have been violated during the application or interview process, it is recommended that you contact your provincial human rights chapter for guidance. Contact information for the New Brunswick Human Rights Commission can be found here: [http://www2.gnb.ca/content/gnb/en/contacts/dept_renderer_6123.html](http://www2.gnb.ca/content/gnb/en/contacts/dept_renderer_6123.html)
Know the Business Case for Hiring Persons with Disabilities

Employers may not know that it makes good business sense to hire persons with disabilities. If you have a visible disability or otherwise decide to disclose your disability during the job interview, being able to educate an employer on the business case for hiring persons with disabilities can help you to market your skills to employers (ALIS, 2016b). You might wish to mention these advantages when an employer asks you what assets you bring to the organization or in response to the question “Why should I hire you?”

If you are unfamiliar with the business case for hiring persons with disabilities, take note of the following advantages for employers with inclusive hiring practices:

1. **Reduced staff turnover.** Studies have shown that persons with disabilities keep their jobs longer, resulting in better retention rates compared to other employees. Numerous companies, such as Walgreens, Tim Horton’s, Pizza Hut, Marriott, and Washington Mutual have reported significantly lower turnover rates among employees with disabilities compared to employees without disabilities. This results in significant savings in terms of recruitment, hiring, and training. By some estimates the cost of new hires or internal transfers can range from $3,000 to $20,000 or more, making the case for hiring a person with a disability a measurable financial advantage (HRSDC, 2013; NBESS 2015).

2. **Reduced absenteeism.** It is a myth that employees with disabilities are absent from work more often than employees without a disability. Both studies from DuPont and DePaul University have found that the attendance of employees with disabilities to be equal to or exceed that of employees without disabilities. Statistics provided by Tim Horton’s franchisee Megleen Inc. found an absentee rate of zero for 35 employees with disabilities (representing 17% of their workforce) in 2011 (NBESS, 2015).

3. **Minimal costs for accommodation.** A misconception that some employers hold is that the costs of accommodating an employee are high. The reality is that in most cases the cost of accommodating an employee is little or nothing. Research conducted by the Job Accommodation Network (JAN, 2015) in the United States found that approximately 58% of workplace accommodations cost nothing, while the remainder incurred a one-time cost of $500 on average. Benefits employers experienced as a direct result of accommodating an employee with a disability included retaining valued employees, increased productivity, and reduced costs of training new employees. Employers in the study also cited several indirect benefits that included improved company morale, improved interactions with co-workers and customers, and increased overall productivity in the company.

4. **Access to a skilled, underutilized talent pool.** As the population ages and workers from the baby boomer generation exit the workforce, employers face the challenge of finding skilled, talented people to fill these positions. Experts suggest there will be a race for talent in the coming decades. There are approximately 795,000 Canadians with
disabilities who are unemployed but are able and willing to work. Almost half of these have post-secondary education (ALIS, 2016b; Human Resources and Skills Development Canada [HRSRC], 2013, New Brunswick Employer Support Services [NBESS], 2015). Businesses hoping to find and retain talent simply cannot ignore this pool of potential employees.

5. **Competitive advantage.** Close to 40 million North Americans self-identify as having a disability. This represents a substantial proportion of population that are potential consumers. It is estimated that persons with disabilities have an annual purchasing power of over $25 billion in Canada alone. When businesses hire persons with disabilities they are hiring individuals who recognize and understand the needs of this population, allowing them to effectively market to customers with disabilities and reach a broader customer base that is representative of the population. Additionally, promoting inclusion also influences family and friends of persons with disabilities in the products they buy and businesses they choose to support (ALIS, 2016b; HRSRC, 2013; NBESS, 2013).

6. **Improves public image and reputation.** An organization that promotes a vision that is inclusive can reach a broader customer base. Hiring for diversity and inclusivity can raise the image and goodwill of an organization. (ALIS, 2016b; NBESS, 2013). According to one study, 92% of consumers say they are more inclined to do business with companies that have inclusive values and are recognized as open and just employers (Creative Workforce Solutions, n.d.).

7. **Promotes universal access.** When an organization is open to diversity, inclusivity, and accommodations for employees, it benefits everyone, including other employees and clients. For example, installing automatic doors benefits not only an employee with a disability, but also other employees or customers who might be carrying items in their arms. When an organization promotes universal access and employs a workforce that is reflective of society, people of all backgrounds feel welcome and comfortable in that environment. As the Canadian population ages, it is likely that the proportion of persons with a disability will rise in the coming years. Promoting universal access now will prepare an organization to meet the demands of an aging population in the future (ALIS, 2016b; NBESS, 2015).

8. **Positive impact on staff and clients.** Hiring for diversity and inclusion can have a positive impact on employee creativity and innovation, helping employees to be open to changes and new developments. Studies have shown that the presence of persons with disabilities on a team improves employee morale, satisfaction, teamwork, and motivation, and does not cause more conflicts or communication problems (North East Community Partners for Inclusion, 2005). Hiring persons with disabilities can also improve client relations, as a person with a disability may have understanding and expertise in dealing with challenges in mobility, learning, work style, or communication (ALIS, 2016b; NBESS, 2015).

9. **Promotes innovation and creativity.** Because of the challenges and barriers that they have to overcome, people
with disabilities have learned to develop alternative paths to adapt and accomplish tasks by thinking differently and creatively. These skills can translate over into employment, facilitating innovation in the workplace through the creation of new ideas, products, and services. Studies have demonstrated that “organizations leveraging diversity are better able to adapt to changes in the external environment, and are more innovative in anticipating and responding to these changes” (HRSDC, 2013; NBESS, 2015).

Preventing for the job search and interview process is hard work. But the trade-off in terms of increased confidence and making a positive impression that increases your chances of getting hired is well worth the effort!

Summary

Transitioning from university into the workforce can be a daunting process for any graduate. Graduates with disabilities will want to make good use of career planning tools and effective job search strategies in order to maximize their chances of getting hired.

When you begin the job search and application process you will want to:

- Know yourself and abilities well
- Know what duties a prospective job entails
- Target positions that maximize your strengths and minimize your weaknesses
- Make sure your application package is accurate, professional and free of errors
- Prepare well for interviews by doing research and practicing how you will respond to questions
- If you decide to disclose your disability during the application or interview process, highlight skills you have developed as a result of your disability and be prepared to make the business case for hiring a person with a disability.
References and Resources


Disclosure, Accommodation, Legal Rights and Obligations

Should I Disclose My Disability?
Many students with disabilities wonder if they should disclose that they have a disability to a prospective employer during the hiring process. There is no right or wrong answer to this question. Disclosing that you have a disability is a personal decision. No one can tell you whether you should disclose or not. The decision to disclose or not, and the timing around disclosure, is completely up to you.

Making the Decision
In making the decision you should carefully weigh the pros and cons of disclosure. Each situation will be different, depending on the nature of your disability and the duties you will need to perform.

Visible Disabilities. In the case of a visible disability that is obvious to an employer, give some forethought to the timing of disclosure. If you need accommodations for the job interview (e.g., ASL interpretation, making sure the interview location is wheelchair accessible, etc.) it would be better to make these arrangements in advance rather than take a potential employer by surprise. This will give the employer time to prepare if alternative arrangements need to be made and will show the employer that you are proactive and take initiative.

Depending on the requirements of the job, a prospective employer may have questions about how your disability will impact your ability to perform job-related tasks. Some employers will ask you directly about this; others may be hesitant or unsure how to broach the subject. Be upfront and honest about your abilities as well as your limitations. Employers may have misconceptions about your disability, so be prepared to clarify any misconceptions in a respectful manner. Rather than focusing on limitations, be sure to talk about your disability in a positive way and be able to explain how your abilities will allow you to meet the requirements of the job. If safety is a concern, be sure to discuss this with your employer to ensure the safety of you, your co-workers and clients.

Alberta Learning Information Service (ALIS, 2016b) provides these helpful tips for successful disclosure of a disability to a prospective employer:

- If you’ve had little success in disclosure situations or feel uncomfortable, try role playing the disclosure process with supportive friends or family members.
- Be positive. Focus on your skills and qualifications and don’t present your disability as a weakness.
- Be prepared to address any concerns employers might express, even if they’re not expressed directly.
- Know what workplace accommodations you may need, including their availability, cost and funding programs the employer can access.
- Anticipate the employer’s questions about your disclosure and know how you’ll answer them. Use examples.

Invisible Disabilities. It is entirely possible that if you have an invisible disability there may be no need to disclose that you have a disability at all, especially if you believe that your disability will not have an impact on your job performance. Disclosure of an invisible disability is a personal choice. If your safety or the safety of others is a concern then you will need to disclose at an
appropriate time (ALIS, 2016c). Otherwise you will need to weigh the pros and cons of whether to disclose or not and when the best time to do so would be.

An important consideration is a prospective employer’s view of your disability. Unfortunately, there are still many misconceptions and stereotypes surrounding disabilities, and not all employers are immune to biases and misinformation. Because of this some employers will not hire an individual if they know the applicant has a disability. Therefore, unless you know that an employer has a disability-friendly hiring policy, disclosing your disability on an application form, resume, or during an interview may place you at a disadvantage, or may be used to screen you out from other applicants (ALIS, 2016b). Unless you know that you will need accommodations to perform the job, most experts recommend to not disclose until an offer of employment is made.

When deciding whether to disclose an invisible disability, consider the following questions (ALIS, 2016c):

- Will disclosure help or hurt your chances of getting or keeping work?
- How will the employer react?
- What are the misconceptions about your disability and how will you address them if you disclose?
- If your disability is under control, is there a reason to disclose?
- Do your coping strategies allow you to meet the job requirements?
- If you know you can’t perform some of the duties in the job description because of your disability, would disclosure encourage the employer to modify the job to fit your abilities?

6 If your disability is under control you may decide that you do not need to disclose an invisible disability after having accepted a job offer. If this is the case, Alberta Learning Information Services (2016c) notes that it is important that you get a letter from your doctor documenting that “at the time of employment, you were deemed fit to work.” Keep this letter for your records so that, in the event that the status of your disability changes and you need to disclose, you can demonstrate that you were effectively managing your disability when you were hired and had no need to disclose at that time.
The following table adapted from Alberta Learning Information Service (2016b) can help you weigh the pros and cons of disclosure at various points in the hiring process:

<table>
<thead>
<tr>
<th>Option</th>
<th>Advantages</th>
<th>Disadvantages</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third party referral</td>
<td>Recommended by someone the employer knows</td>
<td>Little control over what is said about you</td>
<td>Good option if the person recommending you is supportive</td>
</tr>
<tr>
<td></td>
<td>Employer is aware of your situation</td>
<td>You could be screened out</td>
<td>Follow up with a call to the employer</td>
</tr>
<tr>
<td>Application, resumé or cover letter</td>
<td>Demonstrates openness</td>
<td>Could be used to screen you out</td>
<td>Use if employer has equity program</td>
</tr>
<tr>
<td></td>
<td>Employer may be recruiting for diversity</td>
<td>Limited space to describe abilities, accommodations</td>
<td>Focus on your skills and abilities</td>
</tr>
<tr>
<td>When interview is scheduled</td>
<td>Employer is interested</td>
<td>Employer may react negatively</td>
<td>If you require accommodations for the interview, disclose at this time</td>
</tr>
<tr>
<td></td>
<td>Allows employer to prepare</td>
<td>You may not receive serious consideration</td>
<td>Call employer to disclose if someone else booked the interview</td>
</tr>
<tr>
<td></td>
<td>Provides opportunity to discuss your disability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After interview is scheduled</td>
<td>Same as above</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gives time to prepare</td>
</tr>
<tr>
<td>When you meet employer</td>
<td>Reduces risk of employer forming preconceived opinions</td>
<td>Employer might react negatively to surprise</td>
<td>Use this method if you are confident you can keep the employer focused on your abilities</td>
</tr>
<tr>
<td>During the interview</td>
<td>You can reassure employer</td>
<td>Same as above</td>
<td>If your disability is not visible, use this option and focus on your abilities</td>
</tr>
<tr>
<td>After receiving a job offer</td>
<td>If your disability won't adversely affect your ability to do the work, employer can't withdraw offer</td>
<td>Possible strong negative reaction from employer</td>
<td>In this situation, if your disability is invisible, you may choose not to disclose at all</td>
</tr>
</tbody>
</table>
Final Thoughts on Disclosure…
Ultimately, the decision to disclose is a personal one, based on weighing the pros and cons while taking into consideration the nature of your disability, your strengths, weaknesses, and the demands of the job you are applying for.

By putting effective career planning and job search techniques into practice you will likely be able to minimize any concerns you may have around the disclosure of your disability (ALIS, 2016c).

Keep in mind that if you feel that you will need accommodations in the workplace you will likely need to have a conversation with your employer and disclose your disability.

Accommodation in the Workplace
You may find it to be the case that your disability requires some sort of accommodation in the workplace. Accommodations involve a change to the work environment or your duties in order for you to successfully carry out your job (Canadian Human Rights Commission, 2013). Examples of workplace accommodations may include such things as making a workspace accessible, use of specialized software or equipment, flexible working conditions, adjustment or reassignment of duties, to name a few.

What is the Duty to Accommodate?
In Canada employers have a legal obligation to “identify and eliminate any rules, policies, practices, facilities or equipment that may have a discriminatory effect against employees or potential employees [emphasis added] and limit their opportunities for employment” (WorkSafeNB, New Brunswick Department of Post-Secondary Education [PETL], & New Brunswick Human Rights Commission [NBHRC], 2013). This is referred to as the duty to accommodate. This legal obligation is mandated in all provinces and territories by provincial human rights acts. Federally-regulated workplaces are subject to the Canadian Human Rights Act through the Canadian Human Rights Commission.

How Does It Work?
Essentially, if you have a disability or develop a disability during the course of employment, your employer must provide reasonable accommodations in order for you remain in your job. Disabilities covered in the New Brunswick Human Rights Act include most physical and mental conditions that affect ability, and covers both visible and invisible disabilities. Examples of invisible disabilities under this definition include physical health conditions, such as diabetes and epilepsy, and mental health conditions, such as intellectual impairments, learning disabilities, mental health disorders, drug and alcohol dependency, depression, and burnout (WorkSafeNB et al., 2013).

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7 While every province and territory in Canada recognizes the duty to accommodate, each province has different grounds that constitute discrimination. Be sure to review the grounds in your province or territory (HR Council, 2016).

8 This section will refer to the procedures in place in the province of New Brunswick under the New Brunswick Human Rights Act. However, the legal requirements of the duty to accommodate are similar across Canada, and also widely recognized in the United States (WorkSafeNB, 2013).
There are a number of options available for an employer to accommodate an employee with a disability depending on the unique circumstances of each situation. The following list from WorkSafeNB et al. (2013) provides examples of some accommodations that may be utilized:

- Purchase or modify computers for use by employees with visual or other impairments
- Provide wheelchair ramps and accessible bathrooms
- Modify job duties (light duties)
- Reconfigure job duties
- Alter job schedule
- Provide time off for medical appointments
- Allow for part-time hours, full-time hours, or flex-time
- Accept some degree of absenteeism due to a disability
- Move employee from night shift to day shift
- Transfer employee to a different position
- Offer rehabilitation
- Offer training
- Hire an assistant or a temporary replacement

**How Can I Ask for an Accommodation?**

While it is clearly established that employers in Canada have a legal duty to accommodate employees with disabilities, your manner, attitude and approach in seeking a workplace accommodation can make a great difference to making the process a smooth and successful one.

Do not assume that your employer understands what accommodations you need or how an accommodation can be implemented. While an employer may understand that they have a legal obligation to accommodate you, they may not understand what your specific needs are, or may be under the impression that implementing accommodations will be difficult, time-consuming, or expensive.

**Be an expert on your disability.** View it as your role to be a self-advocate and respectfully educate your employer on the issue. Present your request to your employer once you have already mapped out the solution. It is recommended that you place your request for accommodation in writing in order to keep your request documented throughout the process. Clearly explain to your employer why you need the accommodation and how it will help you to perform your duties successfully.

Keep in mind that you do not need to disclose any personal or confidential information that is unrelated to your accommodation request, although you may have to provide medical or other documentation to support your request (WorkSafeNB et al., 2013).

Alberta Learning Information Services (2016a) makes the following recommendations when talking to your employer about accommodations:

- Take care of your own needs, if possible, by providing equipment or technology. This removes a potential barrier for employers who are considering your application.

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9 An excellent resource for accommodations in the workplace can be found at askjan.org. This website includes the Searchable Online Accommodation Resource (SOAR), which allows users to search for accommodation options for various types of disabilities. SOAR can be accessed from the following link: [https://askjan.org/soar/index.htm](https://askjan.org/soar/index.htm)
• Be open, honest and clear when you request an accommodation. Give examples so the employer can understand what’s involved.
• Explain what your specific needs are. Don’t expect your employer or co-workers to anticipate them.
• Know how much it costs to provide physical accommodations you need and where they can be purchased.
• Know what funding is available for accommodations and show your potential employer how to access it.
• Offer solutions and suggestions. Emphasize what the accommodation will enable you to do.

In most cases, accommodations cost very little and are easy to implement. Rather than placing all the pressure on your employer, making it easy for your employer to implement an accommodation by presenting them with specific information along with the solution will likely facilitate a positive interaction resulting in your getting the accommodations you need.

What If I Am Denied an Accommodation?
Under the duty to accommodate, employers must accommodate employees with disabilities to a reasonable degree unless this places the employer in a position of undue hardship. How undue hardship is defined depends on a number of different factors and varies from one situation to the next. The standard for what constitutes undue hardship is high, and in most cases an employer will be legally obligated to provide the accommodation (WorkSafeNB et al., 2013)

According to the New Brunswick Human Rights Commission (NBHRC; 2014), some common factors considered when determining if an accommodation constitutes undue hardship are:

• Extremely high financial costs
• A serious disruption to a business
• Health and safety considerations
• A very long absence of indefinite duration
• A substantial interference with the rights of other employees
• Inability to renovate the facilities to accommodate an employee
• Inability to interchange, alter or substitute duties within the workforce
• The extent to which the inconvenience would prevent the employer from carrying out the purpose of its business.

It is important to note that an employer does not make the determination of what constitutes undue hardship. If your employer denies an accommodation on the grounds of undue hardship, you may file a human rights complaint with the New Brunswick Human Rights Commission (HRC) and the HRC will make the determination whether implementing the accommodation would place undue hardship on your employer. As previously noted, the standard for undue hardship is strict and, in most cases, it will be determined that the accommodation is reasonable.

Keep your expectations reasonable when requesting an accommodation. You may not get exactly the accommodation you requested but may be granted a reasonable accommodation that does not place undue hardship on your employer. If this is the case it is recommended that you accept any reasonable efforts your employer makes toward your request, even though it may not be perfect or your ideal solution (WorkSafeNB et al., 2013).
Summary

One of the biggest questions university graduates with disabilities wonder is whether or not they should disclose that they have a disability to an employer.

In making the decision to disclose or not, some important considerations are:

- Disclosure is a personal decision; some individuals will disclose, while others choose not to
- If you have a visible disability, give some forethought as to the timing of disclosure, especially if you are going to need accommodations
- If you have an invisible disability, you may not need to disclose unless your ability to perform some tasks or safety is a consideration
- If you decide to disclose, talk about your disability in a positive way by focusing on abilities, not limitations, if any
- Know what accommodations you will need and work with your employer to implement them

One reason why persons with disabilities will disclose is if they need accommodations to perform some of their duties.

If you need accommodations in the workplace, keep in mind the following:

- In Canada, employers have a legal obligation to provide reasonable accommodations to employees with disabilities
- Be an expert on your disability and clearly explain to your employer why you need the accommodation and how it will help you perform your duties successfully
- In most cases, accommodations cost relatively little and are easy to implement

- If your employer denies a request for accommodation they must demonstrate that the accommodation places them in a position of undue hardship
- If your employer denies an accommodation you may appeal the decision to your local human rights commission
- Keep your expectations reasonable and work with your employer to come up with a suitable solution

References & Resources


Canadian Human Rights Commission (2013). What is the duty to accommodate and how can it help me? Retrieved from http://www.chrc-ccdp.ca/eng/content/what-duty-accommodate-and-how-can-it-help-me


EMPLOYMENT SUPPORT PROVIDERS FOR PERSONS WITH DISABILITIES

Deaf and Hard-of-Hearing

The Canadian Council on Rehabilitation and Work (CCRW)

Location: Moncton, Saint John, Shediac, Richibucto, Sackville

Overview of Organization: To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.

Programs offered:
- Employment Services
  - Career Counselling, Skill Development, Job Search, Application Support
- The Partners Approach (Saint John)
  - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, Post Hiring Services
- Program: WORKink (Canada wide)
  - Online help & Job Search

Department of Human Resources

Location: New Brunswick

Programs offered:
- Equal Employment Opportunity (EEO)
  - Hidden Job Market assistance, Job Search

Emploihabilité Plus

Location: Edmundston

Overview of Organization: Employment assistance services for people with disabilities, mental health problems, offenders, visible minorities, newcomers, Aboriginal people, older workers, or people who have been unemployed for an extensive period of time.

National Educational Association of Disabled Students (NEADS)

Location: Canada Wide

Overview of Organization: To support full access to education and employment for the post-secondary students and graduates with disabilities across Canada.
**Programs offered:**
- General Aid
  - Online support and networking

**Post-Secondary Education, Training and Labour (PETL)**

**Location:** Programs cover New Brunswick but there are offices in:
- Edmundston, Miramichi, Moncton, Neguac, Saint John, Shippagan, St. Stephen, Sussex, Tracadie/Sheila, Campbellton, Bathurst, Caraquet, Grand Falls, Perth-Andover, Richibucto, Shediac, Sackville, Woodstock

**Overview of Organization:** We envision New Brunswick as a leader in the employment of persons with a disability where people are recognized for their skills and potential, have access to the services and supports they need to secure sustainable employment and are valued members of the labour force on an equal basis with others

**Programs offered:**
- Employer Wage Incentive Program
  - Job Search, Networking, Skill Development
- Workplace Essential Skills Program (WES)
  - Skill Development
- Employment Assistance Services
  - Networking, Job Search
- Work Ability
  - Job Search, Networking, Skill Development
- Training & Employment Support Services (TESS)
  - Skill Development, Job Search
- Career Opportunities for Persons with Disabilities
  - Career Counselling, Referral
- Disability Support Program
  - Employment Counselling, Post Hiring Services

**Saint John Deaf and Hard of Hearing Services (SJDHHS)**

**Location:** Saint John

**Overview of Organization:** SJDHHS provides a wide range of services to the Southwestern New Brunswick (Grand Falls to Sussex) deaf, hard of hearing and late-deafened communities. Our programs and services are extensive. Our office and staff is always open to new and innovative ways to provide services.

**Programs offered:**
- Employability Skills
  - Application Support & Education
Fredericton Works (Fredericton)
- Career Counselling, Skill Development, Education, Job Search, Application Support

**Vie Autonomme Péninsule Acadienne inc.**

**Location:** Shippagan

**Overview of Organization:** Promote and encourage progressive responsibility of disabled people in the community to help them develop and manage their personal and community resources.

**Programs offered:**
- Job Search Aid

**Developmental and Learning Disabilities**

**Adapt Agencies**

**Location:** Various locations across Canada (region specific)

**Overview of Organization:** ADAPT serves people with intellectual/developmental disabilities; focus on increasing quality of life by offering programming that is geared towards obtaining and maintaining employment

**Programs offered:**
- Employment Counselling, Skill Development, Education:
  - Albert Vocational Training Centre (Hopewell Hill)
  - Le Centre de Développement de Habilités du Sud Est Inc. (Cap-Pele)
  - Atelier L'Artisan (Memramcook)
  - E.R.G.O.N. (Moncton)
  - M.E.T.S. (Moncton)
  - Le Phare des Services Communautaires Inc. (Bouctouche)
  - Vocational Training Centre (Rothesay)
  - United Catena Training Centre (Saint John)
  - Key Industries (Saint John)
  - Community Living Centre (Saint George)
  - St. Croix Vocational Centre Inc. (Saint Stephen)
  - Lakeland Industries Sheltered Workshop (St. Croix)
  - Oromocto Training & Employment Centre Inc. (Oromocto)
  - Jobs Unlimited (Fredericton)
  - Minlak Training Program (Minto)
• C.I.E.V.A. (Woodstock)
• Carleton Victoria Community Vocational (Perth-Andover)
• La Fleur de L’Espérance Inc. (Rogersville)
• M.O.R.E. Services Inc. (Miramichi)
• Atelier Beausoleil (Fairisle)
• Atelier la Fabrique (Tracadie-Sheila)
• Centre d’Activités LaRuche (Lamèque)
• Atelier La Rencontre (Saint Pierre)
• Bathurst Employment Services and Training Group (Bathurst)
• Atelier Edouard Roy (Petit-Rocher-Nord)
• Dalhousie Workshop for the Handicapped (Dalhousie)
• Restigouche Residential Agency Inc. (Campbellton)
• La Co-Op le Tourbillon Ltee. (Saint-Quentin)
• Centre d’orientation emploi Dexter (Grand Falls)
• Centre Horizon (Saint-André)
• Centre de Formation et de Soutien a l’Emploi St. Leonard
• L'Éclosion (Saint-Anne-de-Madawaska)
• Centre d’Acceuil la Montée (Edmundston)
• Atelier Tournesol (Edmundston)
• Atelier Les Hirondelles (Saint-Jacques)
• Atelier de L’Amitié (Baker-Brook)
• L’Atelier des Copains Co-Op Ltd. (Saint-François de Madawaska)

**The Canadian Council on Rehabilitation and Work (CCRW)**

**Location:** Moncton, Saint John, Shediac, Richibucto, Sackville

**Overview of Organization:** To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.

**Programs offered:**
- Employment Services
  - Career Counselling, Skill Development, Job Search, Application Support
- The Partners Approach (Saint John)
  - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, Post Hiring Services
- WORKink (Canada Wide)
  - Online & Job Search

**Community Autism Centre**

**Location:** Saint John
Overview of Organization: The Community Autism Centre Inc. will provide a safe and inclusive environment for the child with Autism Spectrum Disorder and his/her family, while promoting an individual approach to meet cognitive, social, physical, and spiritual challenges through access to resources, education, community collaboration, advocacy and support.

Programs offered:
✓ Career Counselling & Skill Development

Community Employment Agency (METS)

Location: Kent, Westmorland, and Albert counties

Overview of Organization: Provides services to persons diagnosed with intellectual disabilities within the southeast region of New Brunswick.

Programs offered:
✓ General Aid
  • Career Counselling, Job Search, Post Hiring Services

Crosswind Employment Assistance Services

Location: Sussex

Overview of Organization: Our primary goal is to break down barriers and build opportunities for people with intellectual and/or physical disabilities. Adhering to a holistic and strengths-based approach, we strive to build upon the values, skills and strengths of our participants, as well as the communities we work with. We believe no community is whole until everyone has the opportunity to reach their fullest potential and until all are included in meaningful and supportive ways

Programs offered:
✓ General Aid
  • Job Search, Hidden Job Market, Application Support, Referrals, Skill Development, Funding, Accommodation Support

Department of Human Resources

Location: New Brunswick

Programs offered:
✓ Equal Employment Opportunity (EEO)
  • Hidden Job Market, Job Search
**EmployAbility Now**

**Location:** Moncton, Fredericton, Miramichi

**Overview of Organization:** Under the programming of the New Brunswick Association for Community Living.

**Programs offered:**
- General Aid
  - Career Counselling, Online Support, Hidden Job Market, Job Search, Application Support, Accommodation Support

**Jobs Unlimited**

**Location:** Fredericton

**Overview of Organization:** To provide one-on-one employment related counselling and transition to employment and training services to persons with disabilities in the greater Saint John Area.

**Programs offered:**
- Job search and networking services

**New Brunswick Association for Community Living**

**Location:** Fredericton, Bathurst, Edmundston, Miramichi, Moncton, Charlotte County

**Overview of Organization:** NBACL works to ensure that people with an intellectual disability, with the support of their families, have the option to choose the supports they need to live meaningful lives and participate in their communities as valued and contributing members.

**Programs offered:**
- Transition to Work (Work Life After High School)
  - Career Counselling, Skill Development, Referral, Job Search, Application Support
- Ready Willing and Able (New Brunswick wide through partners)
  - Job Search & Referral
- EmployAbility Now
  - Online Support, Career Counselling, Skill Development, Application Support, Job Search, & Accommodation Support
National Educational Association of Disabled Students (NEADS)

Location: Canada Wide

Overview of Organization: To support full access to education and employment for the post-secondary students and graduates with disabilities across Canada.

Programs offered:
✓ Online support & Networking

Options Employment Outreach Inc.

Location: Saint John

Overview of Organization: To provide one-on-one employment related counselling and transition to employment and training services to persons with disabilities in the greater Saint John Area.

Programs offered:
✓ General Aid
  • Career Counselling, Job Search, Skill Development, Post Hiring Services

Post-Secondary Education, Training and Labour (PETL)

Location: Programs cover New Brunswick but there are offices in:
  Edmundston, Miramichi, Moncton, Neguac, Saint John, Shippagan, St. Stephen, Sussex, Tracadie/Sheila, Campbellton, Bathurst, Caraquet, Grand Falls, Perth-Andover, Richibucto, Shediac, Sackville, & Woodstock

Overview of Organization: We envision New Brunswick as a leader in the employment of persons with a disability where people are recognized for their skills and potential, have access to the services and supports they need to secure sustainable employment and are valued members of the labour force on an equal basis with others

Programs offered:
✓ Employer Wage Incentive Program
  • Job Search, Networking, & Skill Development
✓ Workplace Essential Skills Program (WES)
  • Skill Development
✓ Employment Assistance Services
  • Networking, & Job Search
✓ Work Ability
  • Job Search, Networking, & Skill Development
Training & Employment Support Services (TESS)
  • Skill Development, Job Search
Career Opportunities for Persons with Disabilities
  • Career Counselling, Referral
Disability Support Program
  • Employment Counselling, & Post Hiring Services

Premier’s Council on the Status of Disabled Persons

Location: New Brunswick

Overview of Organization: The Community Autism Centre Inc. will provide a safe and inclusive environment for the child with Autism Spectrum Disorder and his/her family, while promoting an individual approach to meet cognitive, social, physical, and spiritual challenges through access to resources, education, community collaboration, advocacy and support.

Programs offered: Provides programs such as: resource library, mentoring, training and in-service workshops, summer camps

Saint John Association for Community Living

Location: Saint John

Overview of Organization: SJACL works to ensure that people with intellectual disabilities, with the support of their families, have the option to choose the supports they need to live meaningful lives and participate in their communities as valued and contributing members.

Programs offered: General Aid
  • Employment Counselling, Education, Skill Development, Online Support

Vie Autonome Péninsule Acadienne inc.

Location: Shippagan

Overview of Organization: Promote and encourage progressive responsibility of disabled people in the community to help them develop and manage their personal and community resources.

Programs offered: Job Search Aid
**Mental Health**

**The Canadian Council on Rehabilitation and Work (CCRW)**

**Location:** Moncton, Saint John, Shediac, Richibucto, Sackville

**Overview of Organization:** To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.

**Programs offered:**
- ✓ Employment Services
  - Career Counselling, Skill Development, Job Search, Application Support
- ✓ The Partners Approach (Saint John)
  - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, Post Hiring Services
- ✓ Program: WORKink (Canada wide)
  - Online Help & Job Search

**Canadian Mental Health Association of New Brunswick**

**Location:** Fredericton, Saint John, Moncton

**Overview of Organization:** As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

**Programs offered:**
- ✓ At Work (Fredericton)
  - Career Counselling, Job Search, Application Support, Post Hiring Services
- ✓ Working Stronger Together (St. Stephen & St. George)
  - Job Search, Application Support, Skill Development

**Department of Human Resources**

**Location:** New Brunswick

**Overview of Organization:** Not Available

**Programs offered:**
- ✓ Equal Employment Opportunity (EEO)
  - Hidden Job Market, Job Search
**Emploïhabilité Plus**

**Location:** Edmundston

**Overview of Organization:** Employment assistance services for people with disabilities, mental health problems, offenders, visible minorities, newcomers, Aboriginal people, older workers, or people who have been unemployed for an extensive period.

**Let’s Work**

**Location:** Fredericton

**Overview of Organization:** This is a program that offers transition to employment services to adults who have mental illness. People referred to this program are considered ready for the workforce and receive job search and employment maintenance support.

**Programs offered:**
- General Aid
  - Career Counselling, Job Search, Application Support, Funding

**National Educational Association of Disabled Students (NEADS)**

**Location:** Canada Wide

**Overview of Organization:** To support full access to education and employment for the post-secondary students and graduates with disabilities across Canada.

**Programs offered:**
- General Aid
  - Online support and networking

**Options Employment Outreach Inc.**

**Location:** Saint John

**Overview of Organization:** To provide one-on-one employment related counselling and transition to employment and training services to persons with disabilities in the greater Saint John Area.

**Programs offered:**
- General Aid
  - Career Counselling, Job Search, Skill Development, Post Hiring Services
Post-Secondary Education, Training and Labour (PETL)

Location: Programs cover New Brunswick but there are offices in:
Edmundston, Miramichi, Moncton, Neguac, Saint John, Shippagan, St. Stephen,
Sussex, Tracadie/Sheila, Campbellton, Bathurst, Caraquet, Grand Falls, Perth-Andover,
Richibucto, Shediac, Sackville, Woodstock

Overview of Organization: We envision New Brunswick as a leader in the employment of
persons with a disability where people are recognized for their skills and potential, have
access to the services and supports they need to secure sustainable employment and are
valued members of the labour force on an equal basis with others

Programs offered:
✓ Employer Wage Incentive Program
  • Job Search, Networking, Skill Development
✓ Workplace Essential Skills Program (WES)
  • Skill Development
✓ Employment Assistance Services
  • Networking, Job Search
✓ Work Ability
  • Job Search, Networking, Skill Development
✓ Training & Employment Support Services (TESS)
  • Skill Development, Job Search
✓ Career Opportunities for Persons with Disabilities
  • Career Counselling, Referral
✓ Disability Support Program
  • Employment Counselling, Post Hiring Services

The Schizophrenia Society of New Brunswick

Location: Miramichi & Moncton, with clinics in: Fredericton & Saint John

Overview of Organization: To improve the quality of life for those affected by schizophrenia
and psychosis through education, support programs, public policy and research.

Programs offered:
✓ Achieves
  • Career Counselling, Skill Development, Job Search, Application Support, Post
  Hiring Services

Vie Autonome Péninsule Acadienne inc.

Location: Shippagan
**Overview of Organization:** Promote and encourage progressive responsibility of disabled people in the community to help them develop and manage their personal and community resources.

**Programs offered:**
- ✔ Job Search Aid

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**Physical Disabilities**

**Ability New Brunswick**

**Location:** Fredericton & Moncton

**Overview of Organization:** Our mission is to empower the independence and full community participation of persons who have a spinal cord injury or mobility disability by providing innovative services and developing progressive public policy.

**Programs offered:**
- ✔ Vocational/Employment
  - Job search, Application Support, Education, Funding

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**The Canadian Council on Rehabilitation and Work (CCRW)**

**Location:** Moncton, Saint John, Shediac, Richibucto, & Sackville

**Overview of Organization:** To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.

**Programs offered:**
- ✔ Employment Services
  - Career Counselling, Skill Development, Job Search, & Application Support
- ✔ The Partners Approach (Saint John)
  - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, & Post Hiring Services
- ✔ WORKink (Canada Wide)
  - Online & Job Search

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**Crosswind Employment Assistance Services**

**Location:** Sussex
Overview of Organization: Our primary goal is to break down barriers and build opportunities for people with intellectual and/or physical disabilities. Adhering to a holistic and strengths-based approach, we strive to build upon the values, skills and strengths of our participants, as well as the communities we work with. We believe no community is whole until everyone has the opportunity to reach their fullest potential and until all are included in meaningful and supportive ways.

Programs offered:
- General Aid
  - Job Search, Hidden Job Market, Application Support, Referrals, Skill Development, Funding, & Accommodation Support

Department of Human Resources

Location: New Brunswick

Overview of Organization: Not Available

Programs offered:
- Equal Employment Opportunity (EEO)
  - Hidden Job Market, Job Search

EmployAbility Now

Location: Moncton, Fredericton, & Miramichi

Overview of Organization: Under the programming of the New Brunswick Association for Community Living.

Programs offered:
- General Aid
  - Career Counselling, Online Support, Hidden Job Market, Job Search, Application Support, & Accommodation Support

Emploihabilité Plus

Location: Edmundston

Overview of Organization: Employment assistance services for people with disabilities, mental health problems, offenders, visible minorities, newcomers, Aboriginal people, older workers, or people who have been unemployed for an extensive period.
National Educational Association of Disabled Students (NEADS)

Location: Canada Wide

Overview of Organization: To support full access to education and employment for the post-secondary students and graduates with disabilities across Canada.

Programs offered:
- General Aid
  - Online support and networking

Neil Squire Society

Location: Fredericton & Moncton

Overview of Organization: We use technology, knowledge and passion to empower Canadians with disabilities.

Programs offered:
- Working Together
  - Job Search, Accommodation Support
- Job Focus (Fredericton)
  - Job Search, Education

Options Employment Outreach Inc.

Location: Saint John

Overview of Organization: To provide one-on-one employment related counselling and transition to employment and training services to persons with disabilities in the greater Saint John Area.

Programs offered:
- General Aid
  - Career Counselling, Job Search, Skill Development, Post Hiring Services

Post-Secondary Education, Training and Labour (PETL)

Location: Programs cover New Brunswick but there are offices in: Edmundston, Miramichi, Moncton, Neguac, Saint John, Shippagan, St. Stephen, Sussex, Tracadie/Sheila, Campbellton, Bathurst, Caraquet, Grand Falls, Perth-Andover, Richibucto, Shediac, Sackville & Woodstock

Overview of Organization: We envision New Brunswick as a leader in the employment of persons with a disability where people are recognized for their skills and potential, have
access to the services and supports they need to secure sustainable employment and are valued members of the labour force on an equal basis with others

**Programs offered:**
- ✔ Employer Wage Incentive Program
  - Job Search, Networking, Skill Development
- ✔ Workplace Essential Skills Program (WES)
  - Skill Development
- ✔ Employment Assistance Services
  - Networking, & Job Search
- ✔ Work Ability
  - Job Search, Networking, & Skill Development
- ✔ Training & Employment Support Services (TESS)
  - Skill Development, & Job Search
- ✔ Career Opportunities for Persons with Disabilities
  - Career Counselling, & Referral
- ✔ Disability Support Program
  - Employment Counselling, & Post Hiring Services

**Vie Autonome Péninsule Acadienne inc.**

**Location:** Shippagan

**Overview of Organization:** Promote and encourage progressive responsibility of disabled people in the community to help them develop and manage their personal and community resources.

**Programs offered:**
- ✔ Job Search Aid

**Blind or Partially-Sighted**

**The Canadian Council on Rehabilitation and Work (CCRW)**

**Location:** Moncton, Saint John, Shediac, Richibucto, & Sackville

**Overview of Organization:** To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.
Programs offered:
- Employment Services
  - Career Counselling, Skill Development, Job Search, Application Support
- The Partners Approach (Saint John)
  - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, Post Hiring Services
- WORKink (Canada Wide)
  - Online & Job Search

Canadian National Institute for the Blind (CNIB)

Location: Moncton, Saint John, Fredericton, Bathurst

Overview of Organization: CNIB is a registered charity, passionately providing community-based support, knowledge and a national voice to ensure Canadians who are blind or partially sighted have the confidence, skills and opportunities to fully participate in life.

Programs offered:
- CareerConnect CanadaTM
  - Career Counselling, Funding, Skill Development, Mentoring

Department of Human Resources

Location: New Brunswick

Programs offered:
- Equal Employment Opportunity (EEO)
  - Hidden Job Market, Job Search

National Educational Association of Disabled Students (NEADS)

Location: Canada Wide

Overview of Organization: To support full access to education and employment for the post-secondary students and graduates with disabilities across Canada.

Programs offered:
- Online support & Networking

Options Employment Outreach Inc.

Location: Saint John

Overview of Organization: To provide one-on-one employment related counselling and
transition to employment and training services to persons with disabilities in the greater Saint John Area.

Programs offered:
✓ General Aid
  • Career Counselling, Job Search, Skill Development, Post Hiring Services

Post-Secondary Education, Training and Labour (PETL)

Location: Programs cover New Brunswick but there are offices in:
- Edmundston, Miramichi, Moncton, Neguac, Saint John, Shippagan, St. Stephen, Sussex, Tracadie/Sheila, Campbellton, Bathurst, Caraquet, Grand Falls, Perth-Andover, Richibucto, Shediac, Sackville & Woodstock

Overview of Organization: We envision New Brunswick as a leader in the employment of persons with a disability where people are recognized for their skills and potential, have access to the services and supports they need to secure sustainable employment and are valued members of the labour force on an equal basis with others

Programs offered:
✓ Employer Wage Incentive Program
  • Job Search, Networking, Skill Development
✓ Workplace Essential Skills Program (WES)
  • Skill Development
✓ Employment Assistance Services
  • Networking, Job Search
✓ Work Ability
  • Job Search, Networking, & Skill Development
✓ Training & Employment Support Services (TESS)
  • Skill Development, & Job Search
✓ Career Opportunities for Persons with Disabilities
  • Career Counselling, & Referral
✓ Disability Support Program
  • Employment Counselling, & Post Hiring Services

Vie Autonome Péninsule Acadienne inc.

Location: Shippagan

Overview of Organization: Promote and encourage progressive responsibility of disabled people in the community to help them develop and manage their personal and community resources.

Programs offered:
✓ Job Search Aid
EMPLOYMENT SUPPORT PROGRAMS
(Listed alphabetically)

Ability New Brunswick:

Location: Moncton, Fredericton

Mission: Our mission is to empower the independence and full community participation of persons who have a spinal cord injury or mobility disability by providing innovative services and developing progressive public policy.

Services: Vocational/Employment: Aids in identifying education and employment options to suite clients. They offer assistance in:
- Finding the right career/job
- Researching employers and labour markets
- Resume and cover letter assistance
- Job search
- Job applications
- Interview preparation and debriefings
- Transportation
- Access to proper disability supports
- Finding volunteer work
- Finding suitable education programs
- Applying for Student Loans
- Finding and applying for scholarships, grants, and other funding
- Rehabilitation counselling
- Case management and service coordination
- Peer support
- Community development and advocacy
- Sport, recreation and active living

Contact information (by location):

Fredericton Office:
Suite 102, 440 Wisley Rd. Fredericton,
NB E3B-7G5
506-462-9555 / 1-866-462-9555 (Fredericton)

Moncton Office:
Suite 20, 236 St. George St. Moncton,
NB E1C-1W1
506-858-0311 (Moncton)
Email: info@abilitynb.ca
http://www.abilitynb.ca/wp/
https://www.facebook.com/AbilityNewBrunswick?ref=hl
https://twitter.com/AbilityNB

ADAPT Agencies:

Location: Member agencies throughout New Brunswick

Mission: ADAPT serves 1200 people throughout New Brunswick with intellectual/developmental disabilities. Our focus is on increasing quality of life by offering programming that is geared towards obtaining and maintaining employment. We offer assistance and support so people can achieve their goals.

Services: These agencies also offer programs such as life skills, health education, psychosocial activities and community engagements, plus individualized service plans.

Contact information (by location):

Albert Vocational Training Centre
5295 Route 114
Hopewell Hill, NB
E4H 3M7
506-882-2604
Email: avtc@nbnet.nb.ca

Le Centre de Développement de Habilités du Sud Est Inc.
2648 Acadie Rd #2
Cap-Pele, NB
506-577-4809
Email: habiletessudest@nb.aibn.com

Atelier L’ Artisan
280 Old Shediac Rd
Memramcook, NB
E4K 1W3
506-758-2751
Email: artisan@bellaliant.net

**Mandate:** Work and learning centre for adults; services offered are: wood working, kitchen & technology facilities, individual learning plans, personal development, social skills, etc.

E.R.G.O.N.
150 Weldon Street
Moncton, NB
E1C 5W2
506-857-0014
Email: ergoninc@nb.aibn.com

M.E.T.S.
1250 St George Blvd.
Moncton, NB
E1E 3S1
506-858-9404
Email: drichard@metsinc.ca

**Mandate:** To provide relevant valued services to adults whose primary disability is an intellectual disability through training, personal development, community placement and employment.

Le Phare des Services Communautaires Inc.
68 Rue de la Rivière
Bouctouche, NB
1-506-743-7377
Email: lephare@nb.aibn.com

Crosswinds Centre
100 Leonard Drive
Sussex, NB
E4E 2R2
1-506-432-7500
Email: crosswin@nbnet.nb.ca
http://crosswindscenter.org/

Vocational Training Centre
97 James Renforth Drive
Rothesay, NB
E2H 1K7
1-506-847-4759
Email: gailgal@nbnet.nb.ca

United Catena Training Centre
1123 Grandview Avenue
Saint John, NB
E2J 4P6
1-506-696-5672
Email: catena@nbnet.nb.ca
http://www.catenajobsplus.com/

Key Industries

**Location:** New Brunswick

**Mission:** Providing services to empower persons with a disability to achieve social, community and economic independence. More information can be found at:
http://www.keyindustries.ca/
https://www.facebook.com/KeyIndustries/

**Workplace Essential Skills program:**
Many individuals strive to be a part of the
workforce and WES is available to aid in the process. WES consists of the following skills:

- Reading (reading strategies, vocabulary building, reading practice)
- Numeracy (money math, measurement math)
- Document Use (forms, graphs, lists, checklists, tables, charts, and more)
- Working with Others (working independently, working as a team member, working in a leadership role)
- Oral Communication (customer service, speaking, listening, phone skills, self-advocacy)
- Computer Use
- Writing
- Continuous Learning
- Thinking Skills (Job Task Planning, Finding Information, Memory, Decision Making, Problem Solving & Critical Thinking)

Ways to Work program (offered through Key Industries): The “Ways to Work” Program is a unique and innovative workplace program that offers social skills training for employability. The workplace is a very social and dynamic atmosphere. As employees, we are expected to deal with authority figures, co-workers and customers every day on the job. In a world where potential job candidates present employers with similar job skills, interpersonal skills has become a deciding factor on who gets the job. Social and Workplace Confidence is taught in a safe environment where we practice gently pushing ourselves outside our comfort zones: it’s the first step towards second nature.

Eligibility: Individuals over the age of 18, who are unemployed, under-employed or are on-the-job and/or those whom require significant assistance with social employability skills may participate in the “Ways to Work” program. Any person living with an intellectual, learning, sensory, mental health, physical or social disability that prevents them from obtaining and maintaining employment, with a strong desire and motivation to succeed in the workplace, is invited to participate in this workplace transitional program. All participants must be case-managed through Post-Secondary Education Training and Labour, Social Development or a provincially funded Employment Agency to be eligible for participation.

**Contact information (by location):**

Key Industries
239 Charlotte Street
Saint John, NB
E2L 2K1
1-506-634-6888
Email: info@keyindustries.ca

St. Croix Vocational Centre Inc.
129 Union Street
Saint Stephen, NB
E3L 1V9
1-506-466-4977
Email: stcroixvocationalcentre@nb.ainb.com
https://www.facebook.com/St-Croix-Vocational-Centre-151176031595733/

Lakeland Industries Sheltered Workshop
2270 Route 4
St. Croix, NB
E6J 1H2
1-506-784-2251
Email: lakelandinc@nb.aibn.com
Oromocto Training & Employment Centre Inc.
285 Restigouche Road
Oromocto, NB
E2V 2H2
1-506-357-3397
Email: imotec@nb.aibn.com
http://www.oromocto-tec.org/
https://www.facebook.com/oromoctotrainingandemployment/

Mission: OTEC exists to support individuals with Intellectual disabilities and Mental Health issues, to realize their potential to be independent members of their community. Whenever possible this should mean employment in their community.

Mandate:
1. To provide individualized training to enhance self-sufficiency.
2. To coordinate participant placements within the community and workforce.
3. A community resource: To develop partnerships with government, non-government, and private sector entities.
4. To advocate on behalf of the participants to be productive members of their community.
Programs available are: community work placements and service work.

Jobs Unlimited
1079 York Street
Fredericton, NB
E3B 3S4
1-506-458-9380
Email: abdel@jobsunlimited.nb.ca
https://www.facebook.com/JUFredericton/

Mandate: Helps individuals with disabilities or those facing barriers to secure employment; eligibility is ages 18-65.

Minlak Training Program
80 Logue Road
Minto, NB
E4B 3X5
1-506-327-6817
Email: minlak@nb.aibn.com
https://www.facebook.com/Minlak-Training-Programs-Inc-380992092008303/

C.I.E.V.A.
113 Moffat Street
Woodstock, NB
E7M 2H5
1-506-325-4909
Email: cieva@nb.aibn.com
https://www.facebook.com/CIEVA-1402877469923868/

Mission: To provide support services to adults with intellectual disabilities that enable them to become productive, contributing citizens within their community. Offers supported services in the development of: job skills, social skills, personal development, and community access

Carleton Victoria Community Vocational
344 East Riverside Drive
Perth-Andover, NB
1-506-356-1985
Email: abunker@nbnet.nb.ca
http://www.cvcvb.ca/

Mission: CVCVB is a community based non-profit service provider committed
to promoting and delivering a diverse range of services that support individual choices and facilitate quality life-styles.

Services: Career information centre, community-based services, employment assistance service

La Fleur de L’Éspérance Inc.
41 Rue Moise
Rogersville, NB
E4Y 1T7
1-506-775-6578
Email: lafleur@nb.aibn.com

M.O.R.E. Services Inc.
1662 Water Street
Miramichi, NB
E1N 1L3
1-506-778-6410
Email: moreservices@nb.aibn.com
http://www.moreservices.ca/

Atelier Beausoleil
Route 445
Fairisle, NB
E9G 2Y8
1-506-776-8448
Email: beausoleil@nb.aibn.com

Atelier la Fabrique
564 Rivière-à-La-Truite Street
Tracadie-Sheila, NB
E1X 1A7
1-506-395-2013
Email: atelier_la_fabrique@hotmail.com

Centre d'Activités LaRuche
74 Rue de la Baie
Lamèque, NB
E8T 1A1
1-506-344-7793

Email: laruche@nb.aibn.com
Atelier La Rencontre
204 Boulevard Saint Pierre E
Caraquet, NB
E1W 1B1
1-506-727-3772
Email: lesforcesvives@nb.aibn.com

Bathurst Employment Services and Training Group
75 Youghall Drive
Bathurst, NB
1-506-549-5055
Email: bestgr@nbnet.nb.ca

Atelier Edouard Roy
323 Route 134
Petit-Rocher-Nord, NB
E8J 2E2
1-506-783-4978
Email: ateroy@hotmail.com

Dalhousie Workshop for the Handicapped
446 Victoria Street
Dalhousie, NB
E8C 2S9
1-506-684-2186
Email: stewrob@nbnet.nb.ca

Resigouche Residential Agency Inc.
6 Union Street
Campbellton, NB
1-506-759-6668
Email: rra@nb.aibn.com

La Co-Op le Tourbillon Ltee.
8 Rue Saint Jean
Saint-Quentin, NB
E8A 1J6
1-506-235-2016
Email: coopletourbillon@hotmail.com
https://www.facebook.com/Coopletourbillon/
Centre d'orientation emploi Dexter
475 Terrace Road
Grand Falls, NB
E3Z 1B3
1-506-475-4060
Email: brigitte.lapointe@nb.aibn.com

Centre Horizon
506 Chemin de l'Église
Saint-André, NB
E3Y 2Y6
1-506-473-5746
Email: centrehorizon@nb.aibn.com

Centre de Formation et de Soutien à l'Emploi St. Leonard
1-506-423-7216
Email: cfse@nb.aibn.com

L'Éclosion
167 Rue Principale
Sainte-Anne-de-Madawaska, NB
E7E 1B8
1-506-445-3109
Email: ecleision@nb.aibn.com

Centre d'Acceuil la Montée
100 Rue Queen
Edmundston, NB
E3V 1A1
1-506-735-4003
Email: montee@nb.aibn.com

Atelier Tournesol
19 Avenue Ferry
Edmundston, NB
E3V 3W1
1-506-739-8700

Atelier Les Hirondelles
26 Du Parc Pue
Saint-Jacques, NB
E7B 1H3
1-506-739-6916
Email: leshirondelles@nb.aibn.com

Atelier de L'Amitié
3725 Rue Principale
Baker-Brook, NB
E7A 2A6
1-506-258-3542
Email: linda57mom@hotmail.com

L'Atelier des Copains Co-Op Ltd.
1710 Route 205
Saint-François de Madawaska, NB
E7A 1P8
1-506-992-2739
Email: atco@nb.aibn.com

Canadian Council on Rehabilitation and Work:

Location: New Brunswick

Mission: To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.

Contact information (by location):

Moncton Office:
529 Main Street, Suite 100, Moncton, New Brunswick. E1C-1C4
506-858-1650
http://www.ccrw.org/
https://www.facebook.com/CCRW.org/?ref=bookmarks
https://twitter.com/ccrw
https://www.linkedin.com/company/2458107?trk=tyah&trkInfo=clickedVertica
cal%3Acompany%2CclikedEntityId%3A2458107%2Cidx%3A1-1%2CtarId%3A2458107%2Ctas%3Accrw
Programs offered:

**Saint John Job Partners Approach**

**Services**
- One-on-one and group counselling sessions
- Career exploration and decision making
- Short-term training and skills upgrading
- Job search strategies
- Cover letter and resume development
- Interview skills
- Disclosure and accommodation support
- Wage subsidies
- Ongoing job maintenance and support

**Eligibility:**
- Self-identify as a person with a disability (No medical proof necessary, covers physical, visible and invisible disabilities)
- Are 18 years or older
- Legally entitled to work in Canada
- Not eligible for assistance under Employment Insurance benefits
  - Are not currently in receipt of EI
  - Have not collected EI in the past three years
  - Have not collected EI parental or maternity benefits in the past five years
- Are motivated and ready to search for a job
- Have job goals that are in line with the labour market

**Services:**
- One-on-one and group counselling sessions
- Career exploration and decision making
- Skill development
- Cover letter and resume development
- Interview skills
- Job search strategies

**Eligibility:**
- Have a physical, learning, sensory, or Asperger’s Syndrome
- Live in southeast New Brunswick
- Currently unemployed or under employed
- Motivated to find employment

**WORKinkTM:** An online career development and employment portal for Canadians with disabilities.

**More information:**
Email: workink@ccrw.org

**Canadian Mental Health Association New Brunswick:**

**Location:** New Brunswick
**Mission:** As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.”

**Programs Offered:**

**At Work Program:** Provides employment related services to individuals who have a mental health illness and want to find
employment.

Services:
- Individualized employment planning
- Labour market research
- Resume development
- Interview preparation
- On the job training and supports (as required)
- Ongoing job maintenance support

Eligibility:
- Offered only in Fredericton
- Have a mental illness

**Working Stronger Together Program:**
Provides employment related services, at no cost for qualifying individuals in Charlotte County.

Services:
- Resume development
- Networking
- Job search skills
- Interview techniques
- Job retention skills
- Training

**Contact information (by location):**

Fredericton Office (Provincial)
403 Regent Street, Suite 202, Fredericton, New Brunswick. E3B-3X6
506-455-5231
http://cmhanb.ca/about-cmha/
Email: info@cmhanb.ca

Saint John Office
15 Market Square, Suite 1500, Saint John, New Brunswick. E2L-1E8
506-633-2892
Email: saintjohn@cmhanb.ca

Moncton Office
22 Church Street, Suite 331, Moncton, New Brunswick. E1C-0P7
506-859-9581
Email: Moncton@cmhanb.ca

St. Stephen Office:
41 King Street, St. Stephen, New Brunswick.
506-466-7566
Email: wst@nb.aibn.com

St. George Office:
5 Riverview Ave., St. George, New Brunswick.
506-755-4147

**Career Cruising:**

**Location:** Canada

**Mission:** To engage and inspire people of all ages to achieve their full potential in school, career and life.

**Services:** Career cruising provides software and workforce development programs for people of all ages that helps users grow and attain careers (whether it be transitioning from school to work, or connecting employers, educators and future employees).

**Contact information:**

Call toll free: 1-800-965-8541
https://www.facebook.com/careercruising

**Canadian National Institute for the Blind (CNIB):**

**Location:** New Brunswick
**Mission:** CNIB is a registered charity,
passionately providing community-based support, knowledge and a national voice to ensure Canadians who are blind or partially sighted have the confidence, skills and opportunities to fully participate in life.

**CareerConnect CanadaTM:** Is a mentoring program offered by CNIB and the American Foundation for the Blind. This program allows Canadians living with vision loss connect as a job seeker or mentor through an online platform.

- CNIB offers one-on-one support for exploring career interests, evaluating job opportunities, networking and building presentation skills.
- Mentoring services (CareerConnect Canada)
- Educating about tuition and wage subsidies

**Contact information (by location):**

- [http://www.cnib.ca/en/Pages/default.aspx](http://www.cnib.ca/en/Pages/default.aspx)
- 1-800-563-2642
- [https://www.facebook.com/myCNIB/](https://www.facebook.com/myCNIB/)
- [https://twitter.com/CNIB](https://twitter.com/CNIB)

Moncton Office:
22 Church Street, Suite T120-22, Moncton, New Brunswick. E1C-0P7
506-857-4240

Saint John Office:
40 Charlotte Street, Suite A-150, Saint John, New Brunswick. E2L-2H6
506-634-7277

Fredericton Office:
77 Westmorland Street, Suite 130, Frederick Square, Fredericton, New Brunswick. E3B-6Z3

506-458-0060

Bathurst Office:
270 Douglas Avenue, Bathurst, New Brunswick. E2A-1M9
506-546-9922

**Community Employment Agency – METS:**

**Location:** Kent, Westmorland, and Albert counties.

**Mission:** Provides services to persons diagnosed with intellectual disabilities within the southeast region of New Brunswick.

**Services:**
- Vocational Assessments
- Employment Counselling
- Work Search
- Job Matching
- On-Site Support
- Employment Maintenance/Monitoring

**Contact information (by location):**

Moncton Office:
1222 Main Street, Suite 1001A, Moncton, New Brunswick. E1C-1H6
506-858-3639
Email: cea1@nb.aibn.com

**Crosswinds Occupational Activity Center:**

**Location:** New Brunswick

**Mission:** Our primary goal is to break down barriers and build opportunities for people with intellectual and/or physical disabilities. Adhering to a holistic and strengths-based approach, we strive to build upon the values, skills and strengths of our participants, as well as the
communities we work with. We believe no community is whole until everyone has the opportunity to reach their fullest potential and until all are included in meaningful and supportive ways.

Service descriptions:

- **Skills Assessment**: Driven by a strengths-based perspective, support staff at Crosswinds Center meet with each participant to draw out and enhance skills that will increase the likelihood of gaining employment, participating in the community, engaging in activities of interest, having positive relationships, as well as a recognition of the skills required to increase a person’s overall quality of life. Every person has skills – we focus on recognizing, building and enhancing them.

- **On the Job Training and Support**: Getting employment in the community can be just as exciting as it is daunting. At Crosswinds, our staff offer extra support and training to help ease the stress, increase job satisfaction, as well as enhance the skills and abilities each person brings to their work environment. Overall, this program aims to make the employment experience a positive one for both employees and employers.

- **Other Individual and Group Based Activities**: At Crosswinds, our participants’ ideas and goals are central to how we build our programs. Therefore, we also offer a number of programs that are based around people’s suggestions, needs and interests. Whenever possible, we tailor these programs to suit the interests of our clients on a one-to-one basis, or as a benefit to our groups as a whole.

- **Individual Service Plans**: Our staff meet one-on-one with participants to assess a person’s strengths, talents, interests and goals. We also provide a safe and supportive environment to strategize ways to meet these goals, as well as offer support and practical assistance along the way.

- **Employment Program**: Crosswinds Occupational Activity Center and many local Sussex businesses and organizations have joined together to provide a number of employment opportunities for people with disabilities.

Complete list of services:

- **Job search assistance**
  - Resume preparation
  - Exploring the hidden job market
  - Job readiness skills development
  - Job search coaching
  - Internet job search
  - Interview techniques
  - Marketing “you”
  - Networking

- **On-the-job supports**
  - Job survival and maintenance skills
  - Accessing funding
  - Referrals to other services
  - Skills building
  - Employer/staff presentations
  - Accessibility consultation

- **Employment related workshops**
- **Referrals to community programs**
- **Access to government funding**

Eligibility:

- Physical and/or intellectual disability
- Reside in Kings county

Contact information (by location):

Crosswinds Occupational Activity
Department of Human Resources (Equal Employment Opportunity – EEO):

Location: New Brunswick

Mission: To provide a more balanced representation of qualified designated group persons in the public service by helping individuals find meaningful employment with opportunities for advancement.

Eligibility:

- To be eligible for the program, candidates must be residents of New Brunswick and be members of one of the following designated group:
  - Aboriginal: an Aboriginal person is a North American Indian, a member of a First Nation, Métis, or Inuit who identifies with the Aboriginal community culturally and/or linguistically. Métis are people who have Aboriginal ancestry, who self-identify as Métis, and who are recognized by the Métis Nations. Inuit are the Aboriginal inhabitants of Northern Canada.
  - Persons with disabilities: persons with disabilities are individuals who have a long term or recurring health condition that limits the kind or amount of activity that they can do in the workplace because of a physical, intellectual, sensory, psychiatric or learning limitation.
  - Members of visible minorities: members of a visible minority group are persons in Canada, other than Aboriginal peoples, who are non-Caucasian. Some people who are members of a visible minority group were born in Canada; others have come here from other countries. This definition does not apply to place of birth, ethnic origin, or religion.

Contact information (by location):

http://www2.gnb.ca/content/gnb/en/services/services_renderer.5028.Equal_Employment_Oppportunity_Program_.html
Telephone: 1-506-453-2264
EEO Program toll free: 1-855-825-3367
Email: Ohr-brh@gnb.ca
Chancery Place
675 King Street
Fredericton, NB
E3B 1E9

You can register online for the EEO Program, using the government e-recruitment web based resource. Please allow up to 15 business days for your application to be reviewed. Eligible candidates will receive a letter confirming that their registration has been approved.

Emploïhabilité Plus:

Location: New Brunswick

Mission and Services: Employment assistance services for people with disabilities, mental health problems, offenders, visible minorities, newcomers, Aboriginal people, older workers, or
people who have been unemployed for an extensive period.

**Contact information (by location):**

506-737-1860
1 Canada Road, Edmundston, New Brunswick. E3V-1T6

**Fredericton Works:**

**Location:** New Brunswick

**Mission:** This agency is provided by The Saint John Deaf and Hard of Hearing Services and funded by Post-Secondary Education Training and Labour, New Brunswick.

**Services:**

- **Academic Skills:**
  - Communication
  - Thinking
  - Learning

- **Personal Management Skills:**
  - Positive attitudes and behaviors
  - Responsibility
  - Self-esteem and self-confidence
  - Decision making skills
  - Problem solving skills
  - Flexibility

- **Employment counselling includes:**
  - Employers expectations
  - Hearing culture and norms
  - Deaf culture and norms
  - Real world (reality therapy)
  - Interpersonal skills
  - Interviewing skills and techniques
  - Job application forms training program
  - Career decision making
  - Resume preparation
  - Job search coaching

- **Fine-tuning skills:**
  - Discovering your interests and skills
  - How to contact an employer
  - How to use the relay services for employer contacts and follow-ups
  - The importance of employer follow-ups
  - How to properly use an interpreter in a job interview
  - Vocabulary used by employers and what to expect

**Contact information (by location):**

http://www.frederictonworks.ca/
Phone/TTY: 506-450-9354
Cell: 506-478-0980
Email: fttonworks@nb.aibn.com

**Jobs Unlimited:**

**Location:** Fredericton, NB

**Mission:** Provide meaningful work opportunities for adults facing barriers to employment.

**Contact information (by location):**

https://www.facebook.com/JUFredericton/info/?tab=page_info
506-458-9380
Email: pat@jobsunlimited.nb.ca
1079 York Street, Fredericton, New Brunswick. E3B-3S4

**Let’s Work:**

**Location:** New Brunswick
Mission: This is a program that offers transition to employment services to adults who have a mental illness. People referred to this program are considered ready for the workforce and receive job search and employment maintenance support.

Services:
- Exploration of interests, aptitudes and skills
- Creation of an employment action plan
- Job search exploration
- Assistance with job applications
- Interview training
- Assistance acquiring and maintaining work subsidy programs

Eligibility:
- Referral from psychiatrist, physician, case manager, social working, or other suitable agency.
- Workforce ready: client should be ready and willing to commit to an action plan and be ready to begin the process of searching for employment

Contact information (by location):
http://www.letswork.ca/
506-451-9190
Email: letswork@nbnet.nb.ca
65 Brunswick Street, Suite 23, Fredericton, New Brunswick. E3B-1G5

National Educational Association of Disabled Students (NEADS):

Location: Across Canada

Mission: To support full access to education and employment for the post-secondary students and graduates with disabilities across Canada.

Contact information (by location):
http://www.neads.ca/en/
Telephone: 1-613-380-8065
Toll free: 1-877-670-1256
Email: info@neads.ca
National Educational Association of Disabled Students
Rm. 426, Unicentre
1125 Colonel By Drive
Carleton University
Ottawa, Ontario
K1S 5B6

Neil Squire Society:

Location: New Brunswick

Mission: We use technology, knowledge and passion to empower Canadians with disabilities.

Working Together: This program seeks to help people with disabilities obtain and maintain employment by offering:
- Customized programs or group programs
- Career and Personal Development
- Wellness for work and job search support
- Wage subsidy possibilities
- Ongoing support from professionals
- Ergonomic and assistive technology assessments and solutions

Job Focus: Job Focus is an employment service for persons with disabilities and workplace injuries, designed to help them reach their vocational goals. This service
is offered at no cost to individuals who qualify, and offers one-to-one flexible services to help individuals work towards full or part-time employment, volunteer work, or self-employment. Clients are supported as they plan and/or search for employment. This program is only offered at the Atlantic Regional Office (Fredericton).

**Eligibility:**
- Have a self-declared disability
- Require assistance to prepare for, obtain and keep employment or self-employment
- Legally entitled to work in Canada
- Not currently receiving EI benefits
- Contact the Fredericton Office for more details.

**Contact information (by location):**

Atlantic Regional Office  
Suite 104, 440 Wilsey Road  
Fredericton, NB. E3B-7G5  
506-450-7999  
1-866-446-7999 (Toll Free)

Moncton Office  
21 – 236 St. George Street Moncton, NB. E1C-1W1  
506-856-9101

Nb.info@neilsquire.ca  
https://www.neilsquire.ca/  
https://www.facebook.com/neilsquiresoc  
https://twitter.com/NeilSquireSoc  
https://www.linkedin.com/company/neil-squire-society

**New Brunswick Association for Community Living:**

**Location:** New Brunswick

**Mission:** The New Brunswick Association for Community Living (NBACL) is a provincial, non-profit organization that works with and on behalf of children and adults with an intellectual disability and their families.

**Program descriptions:**

**Transition to Work (Work Life After High School):** This program supports students exiting high school who have an intellectual disability in successfully transitioning into the workforce by offering:

- Information gathering regarding student’s strengths, interests and needs
- Transition planning meetings
- Teach employable skills
- Assist in finding work co-ops during grade 12
- Connect students to relevant employment agencies to establish work and volunteer experience
- Assist in writing resumes, cover letters
- Interview preparation
- Establishing the expectations employers have of their employees
- Exploring transportation options

**Eligibility:**
- Enrolled in grade 10, 11 or 12
- Have an intellectual disability

**Ready Willing and Able:** This program seeks to partner people searching for employment with partner agencies. They also work directly with employers to increase their ‘disability competence.’
Fredericton
Jobs Unlimited
www.jobsunlimitednb.ca
506-458-9380

Saint John:
Saint John Association of Community Living
www.sjacl.ca
Email: n6employ@nb.aibn.com
506-635-2272

Partners for Workplace Inclusion Program
www.ccrw.org/pwip/index.php
506-635-2272

Options Employment Outreach Inc.
www.optionsoutreach.com
506-652-3977

Eligibility:
• Have an intellectual disability

EmployAbility Now: This is a national program created for people with physical disabilities to prepare them for future employment opportunities. This program provides support in:
• Identifying your skills, values and interests
• Boosting self confidence
• Online learning
• Develop skills
• Improve communication skills
• Explore career opportunities
• Discover the hidden job market
• Resume and cover letter writing
• Job interview skills
• Learning to use assistive technology
• Job search consultation and coaching
• Assisting with workplace accommodations

Eligibility:
• Available in: Fredericton, Moncton and Miramichi
• Have a disability (self-declared)
• Legal working age
• Canadian citizen or landed immigrant
• Unemployed or underemployed (less than an average of 20 hours per week)
• Have the goal of obtaining full-time, part-time, self-employment, or furthering your education

Contact information (by location):

Main Office
800 Hanwell Road, Fredericton, New Brunswick. E3B-2R7
506-453-4400
1-866-6222-2548 (option #2)

Bathurst Office
230 Laurier Street, Unit A, Bathurst, New Brunswick. E2A-3H1

Edmundston Office
55 Emmerson Street, Suite 103, Edmundston, New Brunswick. E3V-1R9

Miramichi Office
1750 Water Street, Suite 101, Miramichi, New Brunswick. E1N-1B2

Moncton Office
51 Highfield Street, Suite 202, Moncton, New Brunswick. E1C-5N2
Saint John Office
50 Crown Street, Suite 206, Saint John,
New Brunswick. E2L-2X6

Charlotte County Office
506-456-4840

nbacl@nbnet.nb.ca
http://nbacl.nb.ca/
https://www.facebook.com/nbacl
https://twitter.com/nbacl

Options Employment Outreach Inc.:

Location: Saint John

Mission: To provide one-on-one employment related counselling and transition to employment and training services to persons with disabilities in the greater Saint John Area.

Services:
• Career decision making
• Skill enhancement
• Job search assistance
• Employment maintenance

Eligibility:
• Physical disability
• Deaf or hearing impairment
• Blind or vision impairment
• Mental health illness
• Learning disabilities

Contact information (by location):

http://www.optionsoutreach.com/
506-652-3977
165 Union Street, Suite 201, Saint John, New Brunswick. E2L-5C7

Labour (PETL):

Location: New Brunswick

Mission: We envision New Brunswick as a leader in the employment of persons with a disability where people are recognized for their skills and potential, have access to the services and supports they need to secure sustainable employment and are valued members of the labour force on an equal basis with others.

Programs Offered:

Employer Wage Incentive program: The Employer Wage Incentive component of the Workforce Expansion Program is a collaborative effort to bring our clients, unemployed New Brunswickers, together with employers. The program builds employer/employee relationships which promote the development of our unemployed by gaining skills that ultimately result in long-term sustainable full-time employment. The component also aims at encouraging the hiring of individuals from select groups.

Eligibility:
• Must be unemployed.
• Must be eligible for Employment Insurance (EI) (with the exception of members of a priority group or a Recent Post-secondary Graduate).
• Must be residing in New Brunswick or be willing to establish residency in New Brunswick.
• Must not be an immediate family member of the employer (spouse, child, parent, brother, sister), nor can they be an officer or a director of the organization or a member of their immediate families.

Post-Secondary Education, Training and
• Priority will be given to Aboriginals, Social Assistance Recipients, Persons with Disabilities, Visible Minorities, Newcomers, Older Workers, and recent Post-secondary Graduates.

**Workplace Essential Skills Program (WES):** WES training is aimed at helping adults who are employed or seeking employment and require additional essential skills to succeed. It is also available to employers who are experiencing skilled labour shortages and in need of recruitment support. Courses are offered free of charge for adult residents of New Brunswick. Participants are assessed in the nine essential skills prior to entry into the program. These skills include:

- Reading
- Document use
- Writing
- Numeracy
- Oral communication
- Working with others
- Thinking skills
- Computer use
- Continuous learning

**Eligibility:**

- 18 years or older
- Have below functional level skills in one or more essential skills, including at least one literacy skill;
- Have an occupational goal; and
- Who are case managed through Employment Development, Social Development, Public Safety or WorkSafe NB.

**Employment Assistance Services:** The purpose of Employment Assistance Services is to provide access to employment-related services, to individuals experiencing barriers.

**Eligibility:** In order to be served under Employment Assistance Services (EAS), clients must be provincially or regionally targeted, have an identified employment need(s), be committed to an employment action plan, and should have a realistic probability of employment. An EAS client will belong to one of the following groups:

- Active EI claimant
- Reachback Client
- Regionally Targeted Client (not an active EI claimant or reachback client)

**Work Ability program:** The Work Ability Program provides work experience opportunities to unemployed individuals who require a job placement to overcome a barrier as identified through their employment action plan. By placing an individual with an employer, they can work towards becoming job ready by establishing a career goal, developing skills, or addressing specific needs.

**Eligibility:**

**Individual:**

- The individual must be a resident of New Brunswick.
- The individual must have an employment action plan and be referred by an employment counsellor / case manager.
- The individual must not be an immediate family member of the employer (spouse, children, parents, brother, sister), nor can they be an officer or director of the organization or a member of their immediate families.
- The individual must be 18 years
of age or over and out of an educational institution (high school or post-secondary institution) for at least six months.

**Employer**
- The Employer can be a non-profit organization, municipality, provincial government department/agency, private sector business or First Nation community.
- Employers must complete a client evaluation at the end of the job placement.

**Placements**
- The job placement cannot displace permanent employees on layoff, vacation, parental or sick leave.
- The job must meet the individual’s needs as per their employment action plan.
- Where jobs are covered by collective agreements, the employers must consult with unions to ensure that placements are not in contravention with provisions of the collective agreement.
- The job placement must be in accordance with all Provincial and Federal Acts and Regulations. The employers must pay premiums to WorkSafe NB (if applicable).

**Training & Employment Support Services (TESS) program:** The Training and Employment Support Services (TESS) component of the Employment Services Program provides supports to case-managed New-Brunswickers who have a permanent physical, intellectual, psychiatric, cognitive, or sensory disability to participate in training and/or employment opportunities.

**Eligibility:**
- have an active Employment Action Plan;
- be a resident of New Brunswick or a First Nation Community in New Brunswick;
- be a high school graduate; or a high school student during part time or summer employment; or be at least 18 years of age; or be enrolled into an adult learning program;
- have a documented permanent physical, intellectual, psychiatric, cognitive, or sensory disability.

**Career Opportunities for Persons with Disabilities:** Provides career development opportunities to support New Brunswickers with disabilities who are receiving social assistance to achieve their goals.

**Eligibility:** Career development services are offered to all clients with disabilities receiving social assistance that have potential for employment. If you are not receiving help with employment or career planning, ask your case manager to refer you to a career development case manager. A Career Development Opportunities case manager can help:
- set possible goals
- develop a personal plan
- answer questions or concerns relating to training or employment
- refer you to available services and programs

**Disability Support Program:** Provides personalized, flexible disability supports for persons with disabilities in the
development of their personal disability support plans. It allows for the provision of independent facilitation and the use of person centered approaches to planning and designing disability supports.

Eligibility:
- You are a resident of New Brunswick
- You are 19 to 64 years of age
- You have a long term disability (this does not include a medical condition that does not result in long term disability or services required to address drug, alcohol, nicotine or gambling addictions).
- You require disability related supports in order to address unmet needs and to establish or maintain your living arrangement in the community, to assist or enhance the capacity of your natural support networks to provide support in the community, or to help you participate in the community, thereby helping to avoid long-term inactivity and stress on yourself or your caregivers.
- You require disability related supports in order to address unmet needs and to assist or enhance the capacity of your natural support networks to help you personally or to help you participate in the community.

Disability supports that might be provided under this program include:
- Home Support Worker
- Respite
- Personal supports and assistance within and outside the home
- Supports for community involvement and participation
- Personal living skills training
- Transportation supports that are disability specific
- Technical supports and assistive devices not covered under other programs
- Residential facility services

Some supports and services are currently provided under other government programs and will not be provided or funded under this program such as:
- Addiction services
- Vehicle retrofitting
- Major home adaptations or subsidized housing
- Mental health services
- Employment services (except if provided through ADAPT agencies)
- Child care services
- Income support
- Medical services or prescription drugs
- Residential facility services

A financial assessment to determine your contribution towards the cost of approved disability supports will be completed. Your income will be considered in determining your financial contribution. There is no cost for the general facilitation services. If you do not agree with the decisions made by the department staff concerning your eligibility, financial contribution or your support plan, you may request an Administrative Review.

http://www2.gnb.ca/content/gnb/en/departments/social_development/persons_disabilities.html

Contact information (by location):
Email: dpetlinfo@gnb.ca (general) OR sd-
ds@gnb.ca
Telephone: 1-506-453-2597

Edmundston Regional Office:
121 de l’Église Street, Edmundston, New Brunswick. E3V-3J9
506-735-2677

Miramichi Regional Office:
152 Pleasant Street, Miramichi, New Brunswick. E1V-1Y1
506-627-4000

Moncton Regional Office:
200 Champlain Street, Suite 320, Dieppe, New Brunswick. E1A-1P1
506-869-6944

Neguac Regional Sub-Office:
430 Principale Street, Neguac, New Brunswick. E9G-1M9
506-627-4000

Saint John Regional Office:
1 Agar Place, Saint John, New Brunswick. E2L-4Y9
506-643-7258

Shippagan Regional Sub-Office:
182 J.D. Gauthier Boulevard, Shippagan, New Brunswick. E8S-1P2
506-726-2639

St. Stephen Regional Sub-Office:
73 Milltown Boulevard, Room 202, St. Stephen, New Brunswick. E3L-1G5
506-466-7627

Sussex Regional Sub-Office:
707 Main Street (Sussex Provincial Building), Sussex, New Brunswick. E4E-7H7
506-432-2110

Tracadie/Sheila Regional Sub-Office:
3514 Principale Street, Second Floor, Tracadie-Sheila, New Brunswick. E1X-1C9
506-726-2639

Campbellton Regional Office:
157 Water Street, Room 100, Campbellton, New Brunswick. E3N-3L4
506-789-2411

Bathurst Office:
275 Main Street, Suite 300, Bathurst, New Brunswick. E2A-1A9
506-549-5766

Caraquet Office:
20E St-Pierre Ouest Boulevard, Place Bellevue Caraquet, New Brunswick. E1W-1B7
506-726-2639

Grand Falls Office:
160 Reservoir Street, Suite 101, Grand Falls, New Brunswick. E3Z-1G1
506-475-4025

Perth-Andover Office:
19 Station Street, Perth-Andover, New Brunswick. E7H-4Y2
506-273-4559

Richibucto Office:
36 Cartier Boulevard, Unit 149, Richibucto, New Brunswick. E4W-5R6
506-523-7602

Shediac Office:
342 Main Street, Centre-Ville Mall, Unit 144, Shediac, New Brunswick. E4P-2E7
506-533-3325

Sackville Office:
170 Main Street, Unit C-1, Sackville, New Brunswick. E4L-4B4
Premier’s Council on the Status of Disabled Persons:

**Location:** New Brunswick

**Mission:** The Community Autism Centre Inc. will provide a safe and inclusive environment for the child with Autism Spectrum Disorder and his/her family, while promoting an individual approach to meet cognitive, social, physical, and spiritual challenges through access to resources, education, community collaboration, advocacy and support.

**Services:** Provides programs such as: resource library, mentoring, training and in-service workshops, summer camps.

**Contact information (by location):**
- [http://www2.gnb.ca/content/gnb/en/departments/pcsdp/employment. html](http://www2.gnb.ca/content/gnb/en/departments/pcsdp/employment.html)

Saint John Association for Community Living:

**Location:** Saint John, New Brunswick

**Mission:** SJACL works to ensure that people with intellectual disabilities, with the support of their families, have the option to choose the supports they need to live meaningful lives and participate in their communities as valued and contributing members.

**Services:** SJACL works with individuals who have an intellectual disability to provide:
- Planning with Employment Specialists
- Training and education
- Online information

**Contact information (by location):**
- 600 Main Street, Suite 203, Building C, Hilyard Place, Saint John, New Brunswick.
- 506-652-1544
- [http://www.sjacl.ca/index.html](http://www.sjacl.ca/index.html)
- Email: n6employ@nb.aibn.com

Saint John Deaf and Hard of Hearing Services:

**Location:** Saint John

**Mission:** SJDHHS provides a wide range of services to the Southwestern New Brunswick (Grand Falls to Sussex) deaf, hard of hearing and late deafened communities. Our programs and services are extensive. Our office and staff is always open to new and innovative ways to provide services.

**Employability Skills Program:** This program covers the following topics:
- Employers expectations
• Hearing culture and norms
• Deaf culture and norms and how they fit into the hearing world
• Real world problem solving skills
• Interviewing skills and techniques
• Job application forms
• How to contact an employer
• Following up

Government Agencies Links: SJDHHS works to connect clients with appropriate government resources and can make referrals when necessary.

Contact information (by location):

http://www.sjdhhs.com/
Voice: 506-633-0599
TTY: 506-634-8037
Cell: 506-333-6526
Email: sjdhhs@nb.sympatico.ca
342 Duke Street West, Saint John, New Brunswick. E2M-1V2

The Schizophrenia Society of New Brunswick:

Location: New Brunswick
Mission: To improve the quality of life for those affected by schizophrenia and psychosis through education, support programs, public policy and research.

Achieves Program: Provides support and training in the participant’s journey to gaining meaningful employment and achieving self-sufficiency. The program focuses on the following topics:
• Transferable skills
• Resumes
• Career exploration
• Networking
• First Impressions
• Self-esteem
• RED theory
• Links to community resources
• Guest Speakers
• Skills enhancement
• Cover letters
• Job search techniques
• Preparing for the interview
• Goal setting
• Stress Management
• Assertiveness
• Benefits of volunteering
• Mock Interviews
• Referral services
• Job maintenance

Eligibility: Is free to people who are recovering from addiction, a life event or mental illness.

Contact information (by location):

http://www.schizophreniasociety.nb.ca/

Miramichi Office:
1756 Water Street, Suite B, Miramichi, New Brunswick. E1N-1B5
506-622-1595
ssnbmiramichi@nb.aibn.com
https://www.facebook.com/ssnbmiramichi

Moncton Office:
81 Albert Street, Moncton, New Brunswick.
866-771-7760

Mental Health Clinics:
Miramichi: 506-778-6111
Saint John: 506-658-3737
Moncton: 506-856-2444
Fredericton: 506453-2132
Vie Autonome Acadian Peninsula Inc.:

**Location:** New Brunswick

**Mission:** Promote and encourage progressive responsibility of disabled people in the community to help them develop and manage their personal and community resources.

**Services:** Development for Independent Living and Defense of Individual Rights Program: Offers employment assistance to individuals with disabilities.

**Contact information (by location):**

http://www.cvapa.ca/index.htm
https://www.facebook.com/groups/vapainc/
Email: info@cvapa.ca
200 C, J.D. Gauthier boul., Shippagan, New Brunswick. E8S-1P2
### List of Employers Participating in the Legislated Employment Equity Program (LEEP) of as March 23, 2016

<table>
<thead>
<tr>
<th>Employer Name</th>
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<tbody>
<tr>
<td>101004597 Saskatchewan Ltd., 101008427 Saskatchewan Ltd.</td>
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<tr>
<td>1277119 Alberta Ltd.</td>
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<tr>
<td>1507953 Ontario Inc.</td>
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<td>1641-9749 Québec Inc</td>
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<td>591182 Ontario Ltd.</td>
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<td>6422217 Canada Inc.</td>
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<td>682439 Ontario Inc.</td>
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<td>7922825 Canada (Netricom)</td>
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<tr>
<td>A.J. Bus Lines Ltd.</td>
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<td>Acadia Broadcasting Limited</td>
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<tr>
<td>Access Communications Co-operative Limited</td>
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<tr>
<td>Accessible Media Inc.</td>
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<tr>
<td>ADM Agri-Industries Ltd.</td>
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<td>Administration portuaire de Montréal</td>
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<td>Aéroports de Montréal</td>
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<td>Aevitas Inc.</td>
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<td>Agribrands Purina Canada Inc.</td>
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<td>AGRIFOODS INTERNATIONAL COOPERATIVE LTD.</td>
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<td>Agris Co-operative Ltd.</td>
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<td>Air Canada</td>
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<td>AIR CREEBEC INC.</td>
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<td>Air Georgian Limited</td>
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<td>Air Inuit Ltd./Ltée</td>
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<td>Air North Charter &amp; Training Ltd.</td>
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<td>Air Tindi Ltd</td>
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<td>Air Transat Inc.</td>
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<td>Airbus Helicopters Canada Limited</td>
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<td>Airport Terminal Services Canadian Co.</td>
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<td>AirSprint Inc.</td>
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<td>Algoma Central Corporation</td>
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<td>All Communications Network</td>
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<td>All-Can Express</td>
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<td>Alliance Pipeline Ltd.</td>
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<td>Alliance Pulse Processors</td>
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<td>Allstream Inc.</td>
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<td>Alpine Aerotech LP</td>
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<td>Alpine Helicopters Inc.</td>
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<td>American Airlines, Inc.</td>
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<td>Apex Motor Express Inc.</td>
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<td>Archipelago Marine Research</td>
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<td>Ardent Mills</td>
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<td>Areva Resources Canada Inc.</td>
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<td>Armour Transport Inc.</td>
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<td>Arnold Bros. Transport Ltd.</td>
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<td>ASIG Canada Ltd.</td>
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<td>Association des employeurs maritimes</td>
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<td>Atco Structures &amp; Logistics</td>
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<td>ATI Telecom International Co.</td>
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<td>Atlantic Towing Limited</td>
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<td>Atlantica Diversified Transportation Systems Inc.</td>
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<td>Canadian Nuclear Laboratories</td>
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<td>ATS Andlauer Transportation Services LP</td>
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<td>ATS SERVICES LTD.</td>
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<td>Autocars Orléans Express</td>
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<td>Avmax Group Inc.</td>
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<td>AZ BUS TOURS INC.</td>
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<td>B&amp;R Eckel’s Transport Ltd.</td>
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<td>BANDSTRA TRANSPORTATION SYSTEMS LTD</td>
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<td>Bank of Canada</td>
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<td>Bank of Montreal</td>
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<td>BANK OF TOKYO-MITSUBISHI UFJ (CANADA)</td>
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<td>Banque Laurentienne du Canada</td>
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<td>Bay Ferries Limited</td>
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<td>Bearskin Lake Air Service Ltd.</td>
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<td>Bell Canada</td>
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<td>Bell ExpressVu Limited Partnership</td>
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<td>Bell Media</td>
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<td>Bell Mobility Inc.</td>
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<td>Bell Solutions Techniques</td>
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<td>BERT BAXTER TRANSPORT LTD</td>
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<td>Bessette &amp; Boudreau Inc.</td>
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<td>Big Freight Systems Inc.</td>
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<td>Bison Transport Inc.</td>
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<td>Blackburn Radio Inc.</td>
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<td>Blue Ant Media Inc.</td>
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<td>BNP Paribas (Canada)</td>
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<td>Bradley Air Services</td>
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<td>Bragg Communications</td>
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<td>Brasseur Transport</td>
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<td>Brett-Young Seeds Limited Partnership</td>
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<td>Brian Kurtz Trucking Ltd.</td>
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<td>Brink's Canada Limited</td>
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<td>Bridgewater Bank</td>
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<td>British Columbia Maritime Employers Association</td>
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<td>Bruce Power LP</td>
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<td>Bruce R. Smith</td>
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<td>Business Development Bank of Canada</td>
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<td>C.A.T. Inc.</td>
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<td>Cafas Fueling, ULC</td>
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<td>Calm Air International LP</td>
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<td>Cameco Corporation</td>
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<td>Cam-Scott Transport Ltd.</td>
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<td>Canada Cartage System Limited Partnership</td>
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<td>Canada Council for the Arts</td>
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<td>Canada Deposit Insurance Corporation</td>
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<td>Canada Malting Company LTD.</td>
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<td>Canada Mortgage and Housing Corporation</td>
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<td>Canada Pension Plan Investment Board</td>
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<td>Canadian Air Transport Security Authority</td>
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<td>Canadian Broadcasting Corporation / Société Radio-Canada</td>
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<td>Trans-Frt. McNamara Inc.</td>
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<tr>
<td>Transit Windsor</td>
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<td>Transport Bernières inc. (groupe Bernières)</td>
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<td>Transport Bourret Inc.</td>
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<td>Transport Couture et Fils Ltée</td>
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<td>Transport Gilmyr inc</td>
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<td>Transport Guibault Inc</td>
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<td>Transport Guy Bourassa Inc</td>
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<td>Transport Hervé Lemieux (1975) Inc.</td>
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<td>Transport Jacques Auger Inc.</td>
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<td>Transport Matte</td>
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<td>Transport Morneau inc</td>
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<td>Transport Robert (1973) Ltée</td>
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<td>Transport TFI 16 SEC</td>
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<td>Transport TFI 4 SEC</td>
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<td>Transport TFI 5, SEC (Transport Kingsway)</td>
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<td>TransX Ltd.</td>
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<td>United Parcel Service Canada Ltd.</td>
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<tr>
<td>US Airways Group, Inc.</td>
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<tr>
<td>V INTERACTIONS INC.</td>
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<td>Vancouver Fraser Port Authority</td>
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<td>Vidéotron ltée</td>
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<td>Westtower Communications Ltd.</td>
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<td>Wills Transfer Ltd.</td>
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<td>WIND Mobile Corp.</td>
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<td>Winnipeg Airports Authority Inc.</td>
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<td>Worth Personnel Ltd.</td>
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<td>XTL Transport Inc</td>
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<td>Yellowhead Helicopters Ltd.</td>
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<td>Zim Integrated Shipping Services (Canada) Co. Ltd.</td>
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Acknowledgements

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Sincerely,

Matt Kalichuk
Chair, “Intersections and Connections” Conference Planning Committee