

JOB POSTING 2016-139-02
Employment Program
Case Manager for Multi-Barrier & General Population
Full Time

Join the team whose mission is to foster community well-being and social justice through positive action and leadership. Abbotsford Community Services, a multi-service non-profit agency, delivering over 70 programs throughout the community/region, is seeking a Case Manager to work with the Employment Program.

JOB DESCRIPTION

Primary Responsibilities

Professional Skills & Work Requirements

- Engage those we serve from a client-centered and strengths-based perspective to create individualized action plans
- Administer and interpret formal and informal assessments
- Assess client needs, collaboratively determine employment objectives, and provide employment supports as needed
- Provide clients with useful resource information regarding community resources
- Assist with discovering appropriate information on training and funding options, labour market information, to create and implement Action Plan
- Identify clients who may require crisis care services and be knowledgeable in accessing community resources
- Facilitate workshops and one-to-one specific employment counselling sessions
- Maintain up-to-date knowledge of local labour market trends
- Document client follow-up progress notes in electronic management system as well as updated individual notes in client files
- Focus on the most effective and efficient route to sustainable employment or community attachment
- Develop a realistic and timely individualized action plan
- Provide and record follow-up services and supports

Specialized Case Manager Multi-barrier

- Identify clients circumstances, events and behaviours that have created limiting patterns and barriers for them
- Refer appropriate clients to Substance Abuse detoxification or treatment centres, social programs and other community service providers when appropriate
- Support and/or advocate on behalf of clients to any vital activity that may prove beneficial to the client to allow for steps towards eliminating their barriers.

Qualifications

- At least three years' experience providing employment counselling to multi-barrier job seekers and diverse groups
- Proficiency or working knowledge of (ICM) Integrated Case Management system and asset
- Degree in education, social sciences, social work, or a combination of equivalent education, training, and experience
- Hold Diploma in Employment Counselling or the Certified Career Development Practitioner (CCDP) (or be working toward) designation
- Understanding and knowledge of current employment issues, life/employability skills, and the current labour market.
- Understanding and knowledge of employment issues, trades and apprenticeships, career decision-making, and its relation to the labour market

- Proficiency with the Microsoft Office Suite
- Excellent communication skills, professional attitude, and the ability to conduct workshops
- Criminal record check

Closing date: April 18, 2016

Interested applicants are to reference Posting # 2016-139-02

PLEASE SUBMIT COVER LETTER AND RESUME TO:

ABBOTSFORD COMMUNITYSERVICES

2420 Montrose Avenue, Abbotsford, BC V2S 3S9

email: jobpostings@abbotsfordcommunityservices.com

Abbotsford Community Services is an equal opportunity employer and encourages applications from all equity seeking groups