



## Specify: Internal/External Employment Services Advisor



MOSAIC is seeking a highly enthusiastic **Employment Services Advisor** who thrives on providing exceptional client services to job seekers under the **Employment Program of BC**.

- POSITION:** Employment Services Advisor
- DEPARTMENT:** MOSAIC Employment and Language Services
- POSITION FUNCTION:** Under the general supervision of the Manager, the **Employment Services Advisor** provides a wide range of services including case management, facilitation, and resource centre services. Duties are performed in various WorkBC Centres, must be willing to travel within the Metro Vancouver area.
- QUALIFICATIONS:**
- Good working knowledge of program activities, local labour market conditions, standard office equipment, and word processing, spreadsheet, and database software
  - Good cross-cultural communication skills, ability to develop employment-related curricula, ability to use program-specific systems
  - Some experience (1-2 years) in providing assessment, instruction to adult ESL learners, employment counselling and referral services
  - Highly organized and motivated. Possesses patience, tact, and flexibility
  - Experience at successfully dealing with employment-related issues for ESL adults (e.g. assessment, counselling and referral)
  - Position requires travel to Metro Vancouver WorkBC Centres, only candidates willing to travel will be considered for the position
  - High school graduation with appropriate combination of course work and experience in adult education, counselling or ESL studies
  - University degree, college diploma, or training certificate in adult education, counselling or ESL studies an asset
  - Career Development Practitioner certification an asset
  - Fluency in another language is considered an asset
  - **Criminal Record Check required**
- POSITION TYPE:** This full-time (time (35 hrs/week), temporary backfill position (ending June 16, 2017).
- SALARY:** \$21.20/Hour to \$23.86/Hour, might vary based on years of experience

**RESUMES TO:**

Attn: Hiring Team  
MOSAIC Employment Programs  
Email: [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

Please reference **Your Name - "Employment Services Advisor (Temporary)"** in the subject line of your application and submit via email (Word/PDF format) or fax. No telephone calls please. Only applicants selected for an interview will be contacted.

**DEADLINE:**

September 30, 2016

**NOTE:** Only those selected for an interview will be contacted.

**Posting Date:**

September 15, 2016