

NOTICE OF JOB VACANCY (Posted: November 1, 2016 – November 8, 2016)**Job Competition #:** 2016-ESS-06**Position:** **Employment Facilitator**

Skills & Supports for Job Success – Coquitlam Location

Part-time position at 17.5 hours per week starting immediately

Summary:

Reporting to the Manager – Skills & Supports for Job Success, assists clients in overcoming barriers to increase their employability by providing individualized and/or group employment and career counselling services consistent with ISSofBC's policies, funder's guidelines, and program goals and objectives.

Qualifications:

Completion of a Diploma or Degree in the social sciences, counselling or related discipline supplemented by a minimum of two (2) to three (3) years' experience in career/employment counselling and group facilitation; OR an equivalent combination of education, training and experience acceptable to the employer. A Career Development Practitioner Certificate is preferred; Essential Skills certification an asset.

Core Competencies:

Ability to communicate effectively in both written and oral English.

Demonstrated ability to deal effectively and courteously with clientele, staff and the public who may come from differing cultural and linguistic backgrounds.

Proven career/employment counselling skills; well-versed in Canadian job search strategies and techniques.

Demonstrated knowledge of the local and regional labour market across a range of industry sectors.

Experience in cross-cultural counselling in addressing issues disclosed by multi-barriered clients.

Strong analytical, assessment, para-counselling, and facilitation skills.

Demonstrated experience in developing and facilitating groups and short-courses.

Ability to set and maintain boundaries with clients and manage self-care.

Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.

Proficiency in all aspects of Microsoft Office.

Possession of and the ability to maintain a clear provincial criminal record check.

Physical ability to carry out the duties of the position.

Email applications must include "2016-ESS-06" in the subject line and can be sent to:

jobs@issbc.org

Closing Date: By 4 pm, Tuesday, November 8, 2016

Salary Range: \$20.05 - \$21.91 per hour

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

ISSofBC offers eligible staff outstanding medical and employer-matched RRSP benefits.