



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:	<ul style="list-style-type: none">• 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

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:

November 30, 2016

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

Posting Date:

November 16, 2016