

POSTING

FACILITATOR

Temporary Full-time (35 hours per week) until June 2017

Options for Youth

The Facilitator is responsible for assisting youth job seekers (ages 15-30) in a pro-active job search through group and one-to-one facilitation, and providing a positive, professional learning environment.

KEY DUTIES AND RESPONSIBILITIES

- Organize, develop and facilitate job search client workshops and groups in the conduct of activities intended to assist the re-employment success of those attending.
- Incorporate essential skills teaching into program curriculum,
- Deliver group based employability skills training as well as touch-back sessions.
- Deliver one-to-one coaching/mentoring support during follow-up period
- Keep accurate records in areas of intake, actual delivery of service, ongoing follow-up and progress of clients.
- Assist in the achievement of goals specified by OCS and the funder.
- Improve the level of professional expertise through reading, consultation, and relevant workshops.
- Participate in assigned meetings for the purpose of sharing information, coordinating service development and delivery and/or organizational development.
- Maintain frequent communication with job developer to best support client success.

QUALIFICATIONS

Education, Training, and Experience

- Career Development Practitioner Certificate or a post secondary degree, diploma or certificate in a related field
- Essential coaching certificate; TOWES administrator certificate is an asset
- Experience in facilitating workshops and motivating job search participants
- Second language is an asset

Job Skills and Abilities:

- Good understanding of current labour market information, community resources and local employer needs
- Strong oral and written communication skills, interpersonal skills and confidence in dealing with difficult clients

NOTE: Applicants not selected for an interview will not necessarily be notified.

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- Computer skills using MS Office and Internet
- Background of developing new workshops and learning tools for job seekers for classroom and on-line settings
- Alert to needs of performance-based model
- Competent in relating to a diverse clientele and sincere appreciation for a multi-cultural environment
- Flexible and committed to contributing to a team
- Comfortable working in a fast-paced work environment

* An eligibility list will be maintained for up to 6 months

CLOSING DATE: December 2, 2016

PLEASE APPLY TO: Mahrukh Khuram, Assistant Program Manager
Options Community Services Society

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Surrey, BC, V3T 1W3

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Email: MahrukhK@options.bc.ca

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