



**NOTICE OF JOB VACANCY (Posted: August 21, 2017 – August 28, 2017)
REPOST – PREVIOUS APPLICANTS NEED NOT RE-APPLY**

Job Competition #: 2017-Settlement-27A

Position: **Career Facilitator**
Settlement Program – Tri-Cities
Temporary full-time position at 35 hours per week starting immediately through to March 31, 2018

Summary:
Reporting to the Manager – Settlement, Provides specialized first language individualized and/or group employment and career counselling services to newcomer immigrants and refugees.

Responsibilities:

- Assesses client needs (including strengths and barriers), in first-language where possible, to develop an individualized settlement employment plan which outlines a strategy to achieve settlement success based on identified needs, available services and community supports.
- Assist clients with determining their skill base, occupational interests and key work experience. Assist in identifying appropriate job target area for employment and/or further training.
- Support clients to set goals and priorities and to develop a realistic action plan towards achieving employment and training goals. Regularly monitor, revise as necessary, and follow-up on action plan with clients.
- Facilitate development of resumes and other tools to assist clients in obtaining employment/funding. Provide individual support and para-counselling as required.
- Assist clients to access services and programs, make appointments and complete forms. Provide interpretation/translation services and orientation information.
- Conducts workshops on relevant employment topics. Partners with community groups to provide outreach sessions, workshops and community development activities.
- Participates in the development of activities, lesson plans and program hand-outs consistent with established curriculum. Participates in marketing and promotional activities.
- Performs service bridging by serving as a resource to clients, staff of external agencies and employers regarding cultural interpretation on issues, client needs and related projects and services.
- Enters client information and service interventions into centralized database as client service occurs. Provides input to narrative reports as required.
- Performs other related duties as assigned.

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 preferably with newcomers to Canada **OR** and equivalent combination of education, training and experience acceptable to the employer. A Career Development Practitioner Certificate is an asset.
Fluency in a targeted second language may be required.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE

2610 Victoria Drive
Vancouver, BC V5N 4L2

TEL: 604-684-2561
FAX: 604-684-2266

WEB: www.issbc.org
E-MAIL: info@issbc.org





Skills and Abilities:

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- 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.
- 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.

Applications **must** include "2017-Settlement-27A" in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Monday, August 28, 2017

Salary Range: \$23.11 - \$25.25 per hour (based on training and qualifications)

ISSo/BC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.

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