



NOTICE OF JOB VACANCY (Posted: November 29, 2017 – December 6, 2017)

Job Competition #: 2017-EPBC-09

Position: **Case Manager – Arabic language is an asset**
Employment Program of BC (EPBC) – Maple Ridge Employment Service Centre
Temporary, full-time position at 35 hours per week starting immediately through to January 31, 2018 or pending return of incumbent

Summary:
Primarily assigned to Maple Ridge ESC and reporting to the EPBC Manager, ISSofBC and ESC Program Manager, the Case Manager is responsible for managing all aspects of the client's self-directed return to work action plan including follow-up in the ESC. Supports the clients through a variety of employment programs and services and is responsible for marketing the program to potential clients, employers and referral sources. Implements and delivers the EPBC to ensure clients become more independent, through achieving and maintaining sustainable labour market or community attachments. Develops and delivers employment workshops in a group setting. Assists clients in the ESC's Resource Centre to ensure prompt, equitable access to services.

- Qualifications:**
- Degree/Diploma in Business Administration, Counselling, Psychology, Social Sciences or related discipline OR an equivalent combination of education, training and practical experience in the employment field and/or Career Development Practitioner Diploma will be considered;
 - Familiarity with current community based employment services and alternate community support and crisis care resources;
 - Experience with and ability to work with diverse client populations including individual with multiple barriers and persons with disabilities;
 - Strong administrative ability with advanced computer/technical skills and experience, including MS Office, Excel, PowerPoint social media, and internet navigation and research. Experience with and/or ability to learn and adjust to utilizing advanced data management systems, including ICM (Integrated Case Management) system. Recent experience utilizing ICM preferred;
 - Effective verbal and written communication skills in English and Arabic language an asset;
 - Able to work with diverse groups. Able to work independently with minimal supervision, as well as in a team. Takes initiative;
 - Willingness to work weekends and evenings;
 - Ability to pass and maintain a criminal record check;

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE 2610 Victoria Drive TEL: 604-684-2561 WEB: www.issbc.org
Vancouver, BC V5N 4L2 FAX: 604-684-2266 E-MAIL: info@issbc.org





Desired Certifications:

- Certified Career Development Practitioner
- Certificates in MBTI, Personality Dimensions, Career Crossroads, Making Sense of LMI or Starting Points
- Employment Counseling certificate
- Job Club Leadership Training Certification
- Non-violent Crisis Intervention training or other customer service/conflict mediation training
- Familiarity with assessment and counseling present and past practices, including Assessment Component of Employment Counselling (ACEC)

Applications **must** include "2017-EPBC-09" in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Wednesday, December 6, 2017

Salary Range: \$24.51 - \$26.01 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.



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Helping Immigrants build a future in Canada

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