

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 30 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position:

### **LABOUR MARKET SERVICES COUNSELLOR JOB POSTING (35 HOURS/WEEK)**

#### **RESPONSIBILITIES:**

The Labour Market Services Counsellor will:

- Assist Landed immigrants, Government Assisted, Non-government Assisted Refugees, and Live In Caregivers in their settlement related employment needs;
- Assist clients to access services by providing **accompaniment**, language and cultural interpretation, and other necessary support.
- Perform Case Management
- Provide orientation, information, referral and goal and action plan to clients around labour market issues;
- Maintaining up to date and current information regarding labour market;
- Reach out to the potential clients to publicize RMCS labour market Services. This will include workshops and seminars to enhance participation and support for newcomers;
- Record, maintain and report client data and information
- Submit monthly narrative report highlighting activities, special events, outreach work, committees / meetings attended, possible recommendations and statistical records of clients served within 5 working days of each following month.
- Maintain professional ethics e.g. confidentiality of client information
- Network and liaise with potential employers.
- Complete other related duties as assigned by the Settlement Program Coordinator;

#### **QUALIFICATION AND SKILLS:**

- Post-secondary training or equivalent experience in settlement and/or employment counselling;
- Strong interpersonal skills and experience working with a diverse multicultural clientele and / or staff;
- Excellent verbal and written communication skills;
- Proven workshop and facilitation skills;
- Knowledge of labour market trends and issues relating to immigrants and refugees
- Familiar with community resources, programs and services;
- Fluent in a second language.
- Must have a car and Class 5 Driving License
- Available to work some evenings and weekend hours as needed



210-7000 Minoru Boulevard  
Richmond, BC V6Y 3Z5

Tel: 604-279-7160  
Fax: 604-279-7168

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**HOURS OF WORK:**

35 hours per week.

Flexibility with hours of work is required to meet program and Society needs.

**POSTING CLOSE:** January 05, 2018

Please apply with cover letter and resume.

Attention: Ashok Rattan, Settlement Program Coordinator

Richmond Multicultural Community services

210-7000 Minoru Boulevard

Richmond BC V6Y 3Z5

Fax: 604-279-7168

E-mail: [ashok@rmcs.bc.ca](mailto:ashok@rmcs.bc.ca)

RMCS is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.