



INTERNAL/EXTERNAL EMPLOYMENT PROGRAMS JOB POSTING

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**.

DEPARTMENT: MOSAIC Employment Programs

CORE FUNCTION: Under the general supervision of the Manager, the **Employment Services Advisor** provides a wide range of services including case management, facilitation, resource centre services and job recruitment. Duties are performed in various WorkBC Centres, must be willing to travel within the Metro Vancouver area.

QUALIFICATIONS:

- 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 (ending March 4, 2016) position.

SALARY: \$21.20 / Hour (Level 1)

RESUMES TO: Hiring Team - MOSAIC Employment Programs
1522 Commercial Drive
Vancouver, B.C. V5L 3Y2
Fax: 604-254-3932 Email: employmentprograms@mosaicbc.com

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: October 16, 2015.

Posting: Employment Services Advisor (Temporary)
Posting Date: October 2, 2015