

**NOTICE OF JOB VACANCY (Posted: February 8, 2019 – February 15, 2019)
Re-posting: Previous Applicants Need Not Re-Apply**

Job Competition #: 2019-ESS-01A

Position: Employment Facilitator
Skills & Supports for Job Success – Coquitlam Location
Temporary full-time position at 35 hours per week starting immediately through to August 31, 2019

Summary:

Reporting to the Manager – Skills & Supports for Job Success, assists clients in overcoming barriers to increase their employability by providing individualized and/or group employment and career counselling services consistent with ISSo/BC's policies, funder's guidelines, and program goals and objectives.

Responsibilities:

- Participate in program intake activity by assessing clients' eligibility and suitability for Job Readiness and Essential Skills Training.
- Assess participants' needs and barriers and provide referrals to skills upgrading and other services, and useful resource information to promote participants' employment success.
- Assist participants 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 participants to set goals and priorities and to develop a realistic action plan towards achieving employment and training goals.
- Facilitate development of resumes and other job search tools to assist participants in obtaining employment/funding. Provide individual support and para-counselling as required.
- Conduct workshops and short courses on relevant career/employment topics.
- Participate in the development and enhancement of the training curriculum, lesson plans and program hand-outs.
- Participate in program marketing and promotional activities in support of participant recruitment.
- Participate in monitoring the progress of participants towards achieving their employment and/or training goals; provide monitoring support during participants' work experience placements and post-program follow-up support as needed.
- Review, evaluate and improve workshops to ensure effectiveness, relevance and service quality.
- Maintain timely and accurate participant records using funder-mandated database system and prepare required program and participant reports.
- 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 and group facilitation; OR an equivalent combination of education, training and experience acceptable to the employer. A Career Development Practitioner Certificate is preferred; Essential Skills certification an asset.

Core Competencies:

- Ability to communicate effectively in both written and oral English.
- 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.
- Demonstrated knowledge of the local and regional labour market across a range of industry sectors.
- Experience in cross-cultural counselling in addressing issues disclosed by multi-barriered clients.
- 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.

Email applications must include “2019-ESS-01A” in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Friday, February 15, 2019

Salary Range: \$23.11 - \$24.51 per hour (based on training and qualifications)

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

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