



Vacancy Posting – Competition #2019-07-25-JD

Posting date:	July 25, 2019
Closing date:	Open until filled
Position:	Job Developer (part-time)
Hours of work:	28 hours per week
Contract period:	Contract ends March 31, 2020
Reports to:	Employment Services Manager
Rate of Pay:	\$23.05 per hour as of April 1, 2019 Benefits after successful completion of six-month probation period

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA is actively engaged in the community to strengthen connections between immigrants and those born in Canada. Through our work, we are building a strong, diverse and vibrant community. ICA is a welcoming, passionate and energetic organization that has been having a positive impact in the Greater Victoria region for nearly 50 years.

Job description

This position provides job search support and job sustainment services to assist immigrant and refugee newcomers who require intensive one-to-one services to connect with the labour market in Victoria. Assists clients in obtaining and retaining employment in the community. Develops connections with the employer community and stays current on local labour market information. Works with clients from various ICA employment programs to develop self-marketing skills.

Qualifications

- Professional courses on employment-related themes or combination of education, training and experience.
- Keen understanding of diversity issues to work with persons from diverse backgrounds on employment-related issues.
- Ability to achieve results with individuals with specialized needs and multi-barriers to employment.
- Two years work experience in a job development, job coaching or placement environment within social services, nonprofit and/or multicultural organization.
- Established relationships with local employers and the community
- Experience working with immigrants and refugees and/or understanding immigration issues.
- Proficiency in a language other than English is an asset.

Key duties/responsibilities

- Develops a return to work plan that includes information on client's work preferences, strengths, aptitudes and to obtain labour market attachment.
- Conducts employment planning meetings with job seekers.
- Liaises with Immigrant Employment Specialists from all employment programs to fully support clients.
- Locates prospective employers in the community appropriate to clients' return to work plan. Develops relationships with employers and maintains a strong employer network.
- Provides local career and labour market information and identifies employment opportunities for clients.

- Determines on-the-job supports needed for employment placements; Monitors client progress during work experience placements and employment; Provides support to assist clients in retaining employment as needed.
- Maintains progress reports in client management systems including ICM and/or related databases.
- Participates in employment-related training opportunities to stay current on issues impacting ICA's clients.
- Participates in regular team and organization-wide staff meetings.
- Follows all ICA policies and administrative procedures.

Additional Information

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car is required.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

Please submit a **cover letter and current resume (in pdf. format)**, noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to careers@icavictoria.org. Ongoing posting until the position is filled.

Please quote Competition #2019-07-25-JD in the subject line.

Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.