



**Internal / External
Employment Counsellor,
WorkBC Programs
South Surrey – White Rock location**



At MOSAIC, we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We were recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) by the Great Place to Work® Institute. With over 40 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

MOSAIC is seeking a client-centered and results-oriented individual with a team-player attitude who is passionate about empowering clients to reach their employment goals in the role of Employment Counsellor. This position will work out of the South Surrey-White Rock WorkBC Centre location.

POSITION: **Employment Counsellor**

DEPARTMENT: **Employment & Language Services**

POSITION FUNCTION: Under the direction of the Centre Manager, the **Employment Counsellor** supports clients' employment aspirations; duties include assessing clients' employability and financial needs, developing an action plan, and monitoring and following up with clients until the client achieves a successful job attachment outcome.

- QUALIFICATIONS:**
- A post-secondary degree, certificate or diploma in a relevant field (career development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management) **or 2 or more years** of demonstrated experience in:
 - Working with individuals with complex barriers and a broad range of cultural backgrounds
 - Conducting and interpreting clients' needs assessments
 - Coaching and mentoring clients
 - Building partnerships with community agencies, employers and other stakeholders
 - Providing customer service and resolving issues both in person and through a virtual service delivery system
 - Knowledge of immigrant settlement issues and needs
 - Excellent interpersonal, cross-cultural communication skills; possesses patience, tact, flexibility and ability to build rapport with clients
 - Knowledgeable in the WorkBC Integrated Case Management (ICM) system will be considered an asset
 - Proficiency in Microsoft Windows operating system and Microsoft Office software such as Word, Excel, and Outlook

- Knowledge of existing programs and services, community resources, and local labour market conditions
- Certified Career Development Practitioner (CCDP) or in process of being certified will be considered an asset
- Organized and able to set priorities and meet deadlines
- Ability to speak a second language will be considered an asset
- Current and satisfactory Criminal Record Check required

HOURS: Full-time (35 hours per week)

STARTING PAY: \$43,425 to \$46,064 annual salary based on experience and qualifications

A competitive benefits package is offered with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

RESUMES TO: Hiring Team – Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9

Email: employmentprograms@mosaicbc.org

Please reference, “Your Name – Employment Counsellor, South Surrey – White Rock location” in the subject line of your application and submit via email (Word/PDF format). Please, no telephone calls. We thank everyone for their interest. However, the only applicants contacted will be those that are selected for an interview.

DEADLINE: Ongoing until filled

POSTING DATE: February 12, 2020

MOSAIC is committed to promoting equal employment opportunities for all members of the community

