

NOTICE OF JOB VACANCY (Posted: March 3, 2020 – March 10, 2020)**Job Competition #:** 2020-WorkBC-01**Position:** Employment Specialist

WorkBC Employment Centre – City Centre/ Downtown East Side

Regular full-time position at 35 hours per week starting as soon as possible

Summary:

Reporting to the WorkBC Manager and Associate Program Director – WorkBC City Centre/ Downtown East Side, assists eligible job seekers who are employed or underemployed, to achieve labour market attachment by performing such activities as assessing employment readiness and eligibility, supporting client(s) to identify realistic employment options and develop realistic action plans, become job ready, and successfully transition to sustainable employment

Responsibilities:

- Demonstrated ability to liaise and develop relationships with employers and to generate appropriate job leads.
- Sound knowledge of the job search process, local industries, and labour trends and issues.
- Strong interpersonal, networking and negotiating skills.
- A genuine interest in supporting clients in obtaining and retaining jobs.
- Self-motivated, with the ability to multi-task, take initiative, work independently under pressure, and work effectively in a team environment, exercising good judgement in a continually changing fast-paced performance-based environment.
- Assist client to become job ready by performing such activities as: arranging for further education or upgrading, researching funding sources or funding alternatives and preparing education funding applications for approval.
- Advises clients and employers of wage subsidy information and placement terms. Subsequently follows up with clients and employers to ensure education, work experience, and employment placements and agreements are established and maintained. Monitors the quality of client placements.
- Markets employment and training program(s) to prospective clients and employers. Develops related promotional materials as required.
- Completes and maintains client related records, documentation and reports.
- Performs other duties as assigned.

Qualifications:

Post-secondary degree or diploma in business administration, community social services supplemented by a minimum of three (3) years recent related experience **OR** an equivalent combination of education, training and experience acceptable to the employer.

Skills and Abilities:

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clients, staff and the public who may come from differing cultural, linguistic and/or socio-economic backgrounds.
- Knowledgeable of career development and labour market needs and trends.
- Ability to meet deadlines and manage a high-volume caseload.
- Demonstrated ability to take initiative and problem-solve.
- Proficiency in all aspects of Microsoft Office Suite.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

Email applications must include “2020-WorkBC-01” and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Tuesday, March 10, 2020

Salary Rate: \$24.51 - \$26.01 per hour (based on training and qualifications); 100% paid group medical benefits and 3 weeks' annual vacation for eligible regular staff

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