NOTICE OF JOB VACANCY (Posted: July 21, 2021 – August 4, 2021, or until position filled)

Job Competition #: 2021-CP-09

Position: Resource Advisor
Career Paths – Terminal and Surrey Welcome Centre locations
Temporary full-time position at 35 hrs per week starting as soon possible through to March 31, 2022

Summary:
Supporting skilled immigrants entering regulated professions to research and prepare for their re-certification requirements. This role will support the unique needs of Career Paths clients pursuing regulated occupations, primarily working in biological sciences, engineering and/or technologist professions.

Reports to: Division Manager – Career Services

Responsibilities:
• Collects and disseminates timely updates to clients on regulatory exam delays.
• Writes and produce occupation-specific resources, such as fact sheets and bulletins, for alternative routes for recredentialing or recertification.
• Manages an active calendar of available skills upgrading and recertification course options and working closely with the Case Management team to address course options in Action Planning with clients.
• Liaises and communicates with enrollment officers at training institutions to relay course openings, to ensure understanding of regulatory issues as well as delays, to our clients.
• Develop and administer an in-person employment-specific digital literacy diagnostic assessment to determine clients’ digital skill gaps and learning needs for employment and inform the training interventions and supports required.
• Work directly with local skilled immigrants seeking employment, providing them with coaching and support to research and pursue their recredentialing requirements.
• Work collaboratively in a team dedicated to providing high-quality employment supports and guidance on process issues to newcomers to British Columbia.
• Performs other duties as assigned.

Qualifications:
Minimum three (3) years experience in social services, employment counselling, customer service OR equivalent combination of education, training, and experience acceptable to the employer. Understanding and/or experience of the realities and challenges newcomers face in Canada. Familiarity with the programs/services and resources available to newcomers in British Columbia is an asset.
Skills and Abilities:

• Exceptional ability to interact authentically with people from diverse cultural, linguistic, and/or socio-economic backgrounds and experiences.
• Ability to think critically, analyze situations and issues.
• Excellent research skills, including the ability to find and share information quickly.
• Strong computer proficiency, including ability to use various types of technology.
• (Preferred) experience or understanding of biological sciences and/or engineer professions and their recertification routes in Canada.
• Possession of and the ability to maintain a clear provincial criminal recork check.

If you are not certain that your credentials a complete match, we encourage you to submit your application for consideration. ISSofBC is committed to helping immigrants build a future in Canada and you might be the perfect fit. Eligible employees receive employer-paid benefits, RRSP contributions, and 3 weeks annual vacation.

Email applications must include “2021-CP-09” in the subject line and can be sent to: jobs@issbc.org

Closing Date: Open until position is filled; applications are reviewed as received

Salary Range: $24.75 - $26.27 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.