Employment Opportunity: Survivor of Violence (SOV) Services Career Advisor

Help us make a difference
Established in 1897, YWCA’s vision is to achieve women’s equality and its mission is to touch lives and build better futures for women and their families through advocacy and integrated services that foster economic independence, wellness and equal opportunities. YWCA serves over 48,000 clients annually, with 66 programs and services in 75 locations.

We are proud to be an equal opportunity employer, and value our diverse workplace. Women, Black, Indigenous and People of Colour, LGBTQ2S+ individuals and people with disabilities, are strongly encouraged to apply.

Status: Grant Full Time – 35 hours/week (until March 31, 2024)

Location: Richmond WorkBC Catchment

Application Deadline: Posting available until filled.

Job Description
This position will be working as part of a multi-agency team within the Richmond WorkBC Catchment operated by SUCCESS. The successful candidate will be working in delivering the YWCA LEADS Program within the WorkBC model in Richmond. The LEADS program provides specialized employment services in both group and individual based formats to clients who identify as survivors of violence and/or abuse.

Responsibilities:
- Work as part of a multi-faceted and multi-agency team to deliver a comprehensive employment program designed to meet individual needs of Clients
- Understand and follow all policy and procedures related to WorkBC Case Management and stay current with updates and changes in policy
- Assess Client barriers
- Proficient and effective use of the Integrated Case Management system (ICM)
- Maintain an organized and current Client caseload including managing follow up managing inactive cases and closing files
- Administer Client Needs Assessments and Disability Related Employment Needs Assessments
- Develop clear and informed Action Plans with Clients and monitor for any required amendments
- Connect Clients to employment programming through the YWCA’s WorkBC Sites
- Ascertain Client need for more extensive or formal assessments (i.e. psychological vocational assessments, functional capacity evaluations, neuro-psychological vocational assessments, audiological reports).
- Assist Clients to access interventions such as Short Term Certificate Training, Essential Skills Training, Occupational Skills Training, Short Duration Training, Self-Employment Orientation, Self-Employment Short-Term Training, Wage Subsidies, Job Creation Programs, Job Search Supports, Job Supports, Disability Supports and any other applicable WorkBC funding they may be eligible for
- Support Client in completing Skills Training packages submitted to be reviewed by committee and work through any necessary required changes
- Report client progress, and milestones through the ICM
- Ensure file consistency for government audits and general information management
• Book Clients in to workshops and monitor attendance
• Facilitation of the YWCA LEADS components which provide specialized employment services as part of a group-based format and individual services for clients who identify as survivors of violence (SOV) and/or Abuse as part of the WorkBC employment services model in Richmond.
• Ensure safety plan and basic needs is in place and work with clients to refer to counselling, community resources and any other appropriate referrals as appropriate
• Ensuring documentation standards are met as part of WorkBC policy
• Assisting clients to participate in the Single Parents Employment Imitative where eligible
• Conduct follow up phone calls and emails with all employed clients at 4-24- 52 weeks
• Other duties as required.

Qualifications:
• Case Management and/or employment counselling experience, with demonstrated experience working one to one with clients and facilitating workshops
• Relevant post-secondary degree or diploma, or a combination of relevant education and experience
• Able to work independently and as part of a team
• Good communication, and case note writing skills
• Understanding and making realistic job matches
• Skills with all Microsoft applications (i.e. Word, Outlook, PowerPoint, Excel, MS-Teams)
• Able to show initiative, flexibility and demonstrate positive attitude towards change and work
• A valid clear criminal record check (including working with vulnerable populations) is required.
• CCDP Certification considered an asset

Additional Experience as an Asset:
• Violence/trauma informed knowledge and understanding of impacts on employment
• Administering assessment tools
• Experience working in performance based employment programming
• Job Development experience an asset
• Additional languages an asset.

Consider joining our committed team of staff and being part of an inclusive and rewarding workplace. Candidates are invited to send a cover letter and resume to:

Hiring Committee
workbcresume@yw canv an.org

***Please note that this opportunity will continue to be posted until the position is filled.***

We thank all who apply, but only applicants selected for an interview will be contacted. All employment will be decided on the basis of qualifications, merit, and business need. For more information about this and other YWCA Metro Vancouver career opportunities, please visit ywcavan.org.