

**We're Hiring!**

**Posting:  
A21918**

**Employment Counsellor**  
**Full-Time**  
**(35 hours per week)**

**WorkBC - Guildford**

#### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Located in Guildford, our WorkBC Employment Services provide cost-free and tailored services to residents who are unemployed or working less than 20 hours a week and legally entitled to work in Canada and are not currently attending full-time school.

The Employment Counselor is responsible for achieving sustained employment outcomes by utilizing all three service delivery channels - Outreach, Virtual and WorkBC Centres. The position provides employability and formal needs assessments, development of return-to-work action plans, case management and follow-up support, referrals and assistance to those seeking sponsored training or other long term interventions, as appropriate.

#### HIGHLIGHTS OF KEY RESPONSIBILITIES

- Conduct formal needs assessments, including assessment of skills, education, experience, employment readiness, job search skills, life skills and social skills; identify barriers, make appropriate referrals and develop best next steps towards sustainable employment to achieve targets.
- Work with clients to develop/update a collaborative return-to-work action plan including resume development, job coaching follow-up and outreach work that appropriately meets the clients' needs.
- Administer, monitor and track financial supports and services according to WorkBC policy and eligibility criteria, including job start supports, transportation supports, food supports, grooming kits and other financial supports related to long term interventions.
- Assist clients through the application process for skills training, PBLMT, JCP, wage subsidy, self-employment, and other long term interventions.
- Meet performance measurement targets, service/intervention level targets and outcome targets.
- Participate in team building and share information for program development in case conference and staff meetings.
- Build strong connections within the community for the purpose of marketing clients and branding of the program.

#### QUALIFICATIONS

##### Education, Training, and Experience:

- Minimum three years' demonstrated experience in employment counseling or post-secondary education or combination of equivalent experience and training, with emphasis in employment counselling.

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Oct-22

- A Career Development Practitioner certificate is an asset.
- Well developed computer skills in Microsoft Office; strong ability to learn new computer software, including ICM.

**Knowledge Skills and Abilities:**

- Competent assessment skills utilizing a comprehensive model, appropriate to the client's needs.
- Excellent knowledge of Labour Market trends, employment and non-employment related services in the community.
- Comfortable working in a performance based work environment with strong emphasis on sustained employment outcomes.
- Flexible and committed to working in a team to achieve sustainable outcomes and targets.
- Sound understanding of skills training process and long term intervention decision making criteria.
- Ability to write and format current industry standard resumes
- Strong problem solving skills and ability to make "hard decisions".
- Must be independent, self-motivated and have a mature disposition.
- Competent in relating to a diverse clientele and sincere appreciation for a multi-cultural environment.
- Second language is an asset.

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

***Applicants with lived experience are strongly encouraged to apply.***

**CLOSING DATE:** Resumes will be reviewed starting **October 28, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Lois Venables, Assistant Manager  
Options Community Services Society

Email: [employmentservices@options.bc.ca](mailto:employmentservices@options.bc.ca)

Please include a cover letter indicating the posting number [#21918] and detailed resume outlining your qualifications and related experience for the position.

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