NOTICE OF JOB VACANCY (Posted: December 8, 2021 – December 22, 2021)

Job Competition #: 2021-WorkBC-15

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, the Employment Specialist is responsible for supporting client(s) in identification, application and maintenance of government funded subsidies to support work force re-entry and/or success through training, wage subsidies, self-employment, and job creation partnership interventions. The Employment Specialist is accountable for the administration and maintenance of currency specific to government funded subsidies.

Responsibilities:

Funding Intervention Application(s)
• Assesses and identifies client(s) eligibility for Program financial supports in accordance with funder, program, and organizational guidelines.
• Identifies and supports client(s) application on behalf of the management through client meetings to secure and verify supporting documentation including but not limited to income verification, expense verification, job search details, education/training initiatives and sponsorship documentation.
• Lead role/advisor to management and client(s) in preparation and submission of funding application(s) and agreement(s); i.e., submission of documentation to appropriate government body for approval, access, and receipt of supports as defined by subsidy eligibility requirements.

Monitoring/Verification
• Provides direct assistance to management and client(s) in the collection, completion and submission of ongoing maintenance/verification documentation as required including but not limited to attendance/progress reports, income/expense receipts and wage subsidy requirements
• Responds to inquiries from a variety of stakeholders including management and clients, referral sources, and funders and provides information regarding subsidies and the status of applications.

Administration
• Authorizes and codes all invoices directly related to government funded financial support recipients in accordance with agency policy/guidelines
• Prepares monitors and maintains records of training, billings, action plans, client consent and direct deposit requirements in consultation with client(s) as per respective financial guidelines
• Ensures financial supports and supporting documentation is recorded in accordance with program policy/QA standards
• Gathers and compiles information as required including but not limited to client information and statistics.
• Performs word processing and data entry duties such as general client data, reporting and client record maintenance specific to subsidy activity
• Performs other related 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 negotiating and administering financial supports in Government funded programs, 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
• Knowledgeable of career development and labour market needs and trends
• Ability to meet deadlines
• Demonstrated ability to take initiative and problem-solve. Knowledge of general office procedures
• Proficiency in all aspects of Microsoft Office Suite (Word, Excel, Outlook), customized data bases and electronic communication tools
• Possession of and the ability to maintain a clear provincial criminal record check
• Ability to establish and maintain rapport with clients and stakeholders
• Willingness to work in a team environment
• Knowledge of WorkBC program

Email applications must include “2021-WorkBC-15” and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Wednesday, December 22, 2021

Salary Range: $24.75 - $30.48 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.