



## **Internal/External Employment Opportunity**

### **Career Services Advisor**

### **Career Paths for Skilled Immigrants**

### **Burnaby**

#### **Why you should apply with us:**

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) and the [2020 list of Best Workplaces Managed by Women](#) by the Great Place to Work® Institute. With 45 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

#### **Join our team!**

MOSAIC is seeking a multi-skilled professional who will provide tailored employment supports to internationally-trained clients. This individual must be flexible, creative, resourceful and engaging.

#### **POSITION:**

**Career Services Advisor**

#### **DEPARTMENT:**

**Employment, Language, and Social Enterprise Services**

#### **ABOUT THE POSITION:**

Under the general supervision of the Manager, you will provide a wide range of services including employment counselling, facilitation, and placement services. The Career Service Advisor is also responsible for maintaining an excellent working relationship with clients, employers and partners.

#### **KEY RESPONSIBILITIES:**

- Provide job-related counselling
- Refer clients to appropriate resources for help in dealing with personal and other issues
- Provide assessment services for clients, either directly, or through referrals
- Organize and deliver group sessions as necessary
- Provide employment services training to newcomer populations as required
- Update and maintain client files, and document service and counselling activities daily in the Ministry's database using the prescribed format
- Maintain working knowledge of local labour market trends, and current business sector protocols and procedures
- Engage in placement activities such as cold calling, follow-up on job leads, gathering job postings, communication of opportunities to staff and clients, and securing paid and unpaid work experiences



- Provide on-going support to clients in placements
- Regularly inform manager of participant progress and achievement of outcomes.
- Maintain and provide statistics on participant progress in the prescribed format

**MINIMUM QUALIFICATIONS:**

- A post-secondary degree, certificate or diploma in a relevant field (human resources management, career development, counselling, social work, psychology, adult education), or completion of course work in related fields, or 2 or more years of demonstrated experience in:
  - Community development and employment programs
  - Working with immigrant populations and people from diverse backgrounds
  - Building partnerships with employers, community agencies and other stakeholders
  - Providing employment counselling services through virtual delivery systems
- Current and satisfactory Criminal Record Check required

**DESIRED SKILLS AND QUALIFICATIONS:**

- Excellent working knowledge of employment programs and services, online delivery and local labour market conditions
- Strong cross-cultural communication skills, ability to develop employment-related curricula and facilitate interactive workshops
- Experience providing career assessment and action plan development, employment counselling and placement services
- Ability to work independently and in a team environment
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgment in decision-making
- Experience with successfully overcoming employment-related issues for immigrant youth
- Ability to work with youth in-person or remotely (e.g. phone, e-mail, etc.)
- Track record of achieving program targets and maintaining employer relationships
- Proficiency in Microsoft Office suite, database software, and the ability to operate standard office equipment

**BONUS SKILLS/CERTIFICATIONS:**

- Ability to speak a second language will be considered an asset
- Certified Career Development Practitioner designation will be considered an asset

**HOURS:**

Full-time (35 hours per week)

**STARTING PAY:**

\$25.43/hour - \$28.57/hour based on experience and qualifications.

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.



**HOW TO APPLY:**

Please apply via email. In the subject line of your email, please type:

**“Your Name – Career Services Advisor, CPSI, Burnaby”**

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Hiring Team – Employment Programs

5575 Boundary Road

Vancouver, BC V5R 2P9

Email both the cover letter and resume to [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org).

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

**DEADLINE TO APPLY:**

Ongoing until filled

**POSTING DATE:**

January 5, 2022



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*