**Employment Opportunity:** SOV Facilitator / Career Advisor – LEADS Specialized Employment Program for Survivors of Violence / Abuse – WorkBC Employment Services Centres

**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:** Temporary fill for a Leave of Absence – 35 hours/week

**Location:** North Shore - WorkBC Catchment

**Application Deadline:** Posting available until filled.

**Job Description**
The successful candidate will work in the LEADS Program as part of YWCA WorkBC. **Experience with WorkBC and SOV population is an asset.** Career coaching, counselling, social service work skills or a combination are beneficial. We are looking for someone who has an understanding of violence/trauma-informed work, who is willing to learn and has strong documentation writing skills, able to follow and apply policy while maintaining high standards of confidentiality, and sensitivity to the needs of the SOV population; capturing data related to employment. The LEADS program provides specialized employment services in both group and individual-based service to persons who identify as survivors of violence and/or abuse.

**Responsibilities:**
- Facilitate Survivors of Violence/Abuse career planning and employment workshop series—personal development/employment-focused work to prepare, find and maintain employment—for 2 YWCA WorkBC Employment Service Centre's and Program Partners
- Maintain an organized and current client caseload, including managing to follow up
- Assess client needs and develop an individualized action plan to meet goals
- Proficient and effective use of the Integrated Case Management system (ICM) Training provided for ICM and WorkBC model
- Able to conduct one to one intake interviews for LEADS
- Work cooperatively with community resources addressing issues related to violence/abuse, and connect Clients to these resources
- Ability to work with job seekers with different needs, learning styles and employment goals
- Provide guidance and accurate information on the current labour market, career research, career planning, employability basics and job search skills
- Assist clients in developing healthy boundaries, confidence, resilience and coping skills
- Coach clients in gaining and building tools to overcome the impact of abuse to prepare, find and maintain employment
- Provide job search coaching; assist clients in identifying and overcoming employment barriers, setting realistic career goals, and creating and following action plans
- Assist clients with interview preparation, labour market information, current employment trends, and resume writing skills, including cover letters according to current standards
- Maintain timely, accurate client records and confidentiality
- Provide information and program marketing to WorkBC staff and community agencies
- Able to work collaboratively and respectfully as a team player with all YWCA/WorkBC/LEADS and Partnering staff
- Report client progress and milestones to case managers
- 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
- Understand and follow all policy and procedures related to WorkBC Case Management and stay current with updates and changes in policy
- Other duties as required.

Qualifications:
- Passion for working with women and providing holistic supports
- Career advising and/or counselling experience, with demonstrated experience working one to one with clients and facilitating workshops an asset
- Knowledge of community resources
- 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 a positive attitude towards change and work
- A valid clear criminal record check (including working with vulnerable populations)
- CCDP Certification considered an asset
- Successful applicants are required to be fully vaccinated against COVID-19, exemption requests must be supported by valid, legal documents.

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
- Customized Employment / Job Development Experience an asset
- Familiarity with social media tools
- Additional languages are 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@ywcavan.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.