



Internal/External Employment Opportunity

Employment Services Advisor

Multiple Locations

POSITION: Employment Services Advisor (Multiple positions)

DEPARTMENT: Employment, Language, & Social Enterprise

ABOUT THE POSITION:

As the Employment Services Advisor, you will provide a wide range of services including case management, curriculum development, facilitation, counselling, and work experience placement services. The Employment Services Advisor is responsible for maintaining an excellent working relationship with clients and employers.

KEY RESPONSIBILITIES:

- Provide job-related one-to-one or group counselling, document all counselling activities and sessions, offer support as appropriate, and refer clients to other appropriate resources
- Prepare and deliver workshops to participants (existing materials may require target specific adjustments)
- Assist clients with navigation and access to online assessment and job search support
- Organize and deliver group sessions as necessary (in person and through virtual channels)
- Provide employment services training
- 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
- Maintain and provide regular statistics on participant progress
- Maintain client files to proper standards

MINIMUM QUALIFICATIONS:

- Post-secondary degree, certificate or diploma in adult education, counselling, psychology, social work, human services, ESL studies, or a combination of coursework and experience
- Current and satisfactory Criminal Record Check required

DESIRED SKILLS AND QUALIFICATIONS:

- One to two years of experience providing assessment, employment counselling, facilitation, and providing referral services to professional and non-professional clients
- Strong interpersonal and written communication skills
- Strong organizational and time-management skills
- Ability to work independently and in a team environment
- Proficiency in Microsoft Office suite, Teams, Zoom, publishing software, databases, and the ability to operate standard office equipment

- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making
- Ability to speak a second language will be considered an asset
- Career Development Practitioner certified will be considered an asset

HOURS: This is a full-time position

STARTING PAY: Annual salary commensurate with the level experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length and which offer a minimum of 17.5 hours of work per week.

RESUMES TO:

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

“Your Name – Employment Services Advisor, Multiple Programs”

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

DEADLINE: Until positions are filled.

NOTES: 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.

POSTING DATE: April 22, 2022



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

We acknowledge and thank the Coast Salish people on whose traditional and unceded territories we are privileged to work and live.