

Formerly Abbotsford Community Services

JOB POSTING #2023-22-01

INTERNAL/EXTERNAL

**EPIC/Community Living
Employment Specialist
Wage: \$21 to \$23 per hour
On-Call / Casual
Permanent**

Assist Adults with Diverse Abilities in their Career Development

**Join the team at Archway
Come Help Us Help People**

Location: Abbotsford

Onsite

Job Summary:

Our EPIC Program is seeking a self-motivated, client-focused team member to assist adults with diverse abilities (development disability or autism spectrum disorder) in all aspects of career development including personalized vocational planning, employment skill enhancement, work placement, and onsite job coaching/monitoring.

Your Role:

Archway's Employment Specialist with the EPIC Community Living Program contributes by:

- Helping individuals to identify their employment goals, learn new skills and provide job support, as needed.
- Aiding job seekers, completing daily progress notes, file documentation, and other reports as required.
- Assisting individuals and their families/caregivers to address employment barriers.
- Liaising with prospective employers on behalf of the job seekers.
- Meeting with individuals, families, and employers where they are located in the community while ensuring all parties abide by health and safety guidelines as per Community Living and Archway Community Services.
- Transporting individuals safely in your personal vehicle, with a driver's abstract in good standing, proper business insurance, with a reliable vehicle in good working order.

This position is a great fit for someone who can establish and maintain positive and trusting working relationships with team members, individuals, and their families, and who demonstrates professionalism and competency in communicating with employers and other professionals in the field.

Our Offer

- Wage: \$21 to \$23 per hour
- A permanent, on-call / casual position. (Hours of work include 8:30 a.m.- 3:30 pm, as well as an evening or weekend for special events and/or job coaching a few times per year)
- Benefits include:
 - Flexible, on call work.
 - In-house training opportunities.
 - Access to on-line wellness resources.
 - Build your experience in working with adults with diverse abilities.
 - Rewarding work in a positive environment

Getting an Interview – you will be considered if you have:

- A diploma in human services or a related field, OR the equivalent combination of education and/or work experience.
- Experience supporting people with diverse abilities, preferably with an employment focus.

The Job Requires you to have:

- Proof of full COVID-19 vaccination.
- A satisfactory criminal record check is a condition of employment.
- A valid Class 5 BC driver's license, and clean driver's abstract.
- A reliable personal vehicle in which you may be transporting clients.
- A current First Aid CPR/AED certification.
- Ability to switch tasks, and navigate job seeker, family, and employer requests.
- Ability to adapt and respond to changing conditions and priorities.
- Ability to work at least one day/evening shift per week.
- Ability to meet in person, requiring adherence to health and safety protocols.

Closing date is February 15, 2023

TO APPLY

Interested applicants are to reference **Posting #2023-22-01 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2023-22-01

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.