



**Employment Specialist  
WorkBC – Maple Ridge  
(Posted: Nov. 24, 2023 – open until filled)**

**Job ID #:** 2023-WorkBC-05

**Position:** **Employment Specialist, Work BC**  
Employment program – WorkBC, Maple Ridge  
Regular full-time position at 37.5 hours per week starting as soon as possible.

**At ISSofBC we believe in:**

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

**Why choose us!**

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

**Summary:**

Reporting to the WorkBC Manager and Associate Program Director – WorkBC Maple Ridge, assists eligible job seekers who are employed or underemployed, to achieve labour market attachment by performing such activities as assessing employment readiness and eligibility, supporting client(s) to identify realistic employment options and develop realistic action plans, become job-ready, and successfully transition to sustainable employment.

The ISSofBC position will be working as part of a multi-agency team within the WorkBC Maple Ridge Catchment operated by Open Door Group to connect job seekers with progressive employment, training opportunities, and holistic supports.

**Responsibilities:**

- Assist client to become job ready by performing such activities as: arranging for further education or upgrading, researching funding sources or funding alternatives and preparing education funding applications for approval.
- Advises clients and employers of wage subsidy information and placement terms. Subsequently follows up with clients and employers to ensure education, work experience, and employment placements and agreements are established and maintained. Monitors the quality of client placements.
- Actively builds relationships with local employers to match clients/candidates to job opportunities and provides post-hire support to employers to promote the long-term employment placements of clients.
- Markets employment and training program(s) to prospective clients and employers. Develops related promotional materials as required.
- Completes and maintains client-related records, documentation, and reports.
- Evaluates individual's background, skills, and interest and matches to potential job openings or training programs.
- Coaches and prepares candidates for interview and entry into the workforce.
- Performs other duties as assigned.

**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

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**Qualifications:**

Post-secondary degree or diploma in marketing, business administration, community social services supplemented by a minimum of three (3) years recent related experience **OR** an equivalent combination of education, training, and experience acceptable to the employer. CCDP Certification considered an asset. **Second language considered an asset.** Must pass a criminal background check.

**Skills and Abilities:**

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clients, staff, and the public who may come from differing cultural, linguistic, and/or socio-economic backgrounds.
- Knowledgeable of career development and labour market needs and trends.
- Ability to meet deadlines and manage a high-volume caseload.
- Demonstrated ability to take initiative and problem-solve.
- Demonstrated ability to motivate/coach clients to learn new skills and achieve positive outcomes.
- Knowledge of local labour market trends and training/employment opportunities.
- Advanced MS office and database skills, ability to learn and navigate online technology platforms.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

**ISSofBC Value Proposition**

- Role Salary Range: \$26.47- \$37.09 per hour.
- Expected Starting Range: \$26.47 - \$29.13. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

**ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.**

**If you are passionate about making a difference, apply now!**

Applications must include "2023-WorkBC-05" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org). \*\*All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

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