

Job Title: Employment Integration Specialist [Maternity Leave, Full Time]

Program: Employment

Position Class: Scale 2-3

Reports to: Employment Team Lead

Hours: 37.5 hrs / week, Monday-Friday (8:30-4:30)

Type: Term Contract, Sept 8, 2026 - March 31, 2028

Wage Rate: \$28.50-\$29.75/hr + fully funded benefits after 3-month probation

About CVIMS:

Central Vancouver Island Multicultural Society (CVIMS) is a non-profit settlement organization located in Nanaimo, B.C., Canada. Established in 1979, CVIMS provides support to newcomers and refugees. Services include settlement, employment, family, language and community programs. We are client-driven and committed to being accessible and responsive to, as well as reflective of, our diverse community.

Job Summary:

The Newcomers Employment Specialist supports immigrants and refugees in accessing meaningful employment opportunities that align with their skills, experience, and career goals. This role involves providing individualized coaching, facilitating job readiness workshops, and building connections with local employers. The Employment Specialist plays a vital role in empowering newcomers to integrate into the workforce and thrive in their new communities.

Key Responsibilities:

Client Support and Career Coaching

- Welcome clients in a professional, culturally responsive and engaging manner.
- Conduct eligibility and employment needs assessments and create individualized employment action plans tailored to clients' goals.
- Provide one-on-one career counseling and job search support to newcomers, helping them navigate the Canadian labor market.
- Assist clients with resume and cover letter development, interview preparation, and job application processes.
- Support clients in identifying transferable skills and exploring career pathways.
- Connect clients to relevant language, credential recognition, and training programs.
- Support clients to develop realistic return-to-work action plans and monitor client progress through regular follow-ups, providing ongoing support as needed.

Job Readiness and Workshops

- Plan and facilitate job readiness workshops on topics such as workplace culture, networking, job search strategies, and soft skills development.

- Organize and attend career fairs, employer panels, and networking events to connect clients with potential employers.
- Educate clients about workers' rights, workplace safety, and professional communication in Canadian workplaces.

Employer Engagement and Partnerships:

- Develop and maintain relationships with local employers, industry associations, and community partners to create job placement opportunities for newcomers.
- Advocate for the hiring of newcomers by highlighting the value of diverse skills and experiences.
- Coordinate job placements, internships, and volunteer opportunities that provide clients with valuable work experience.
- Participate in outreach and community events to promote employment services and recruit clients.
- Gather feedback from employers and community partners to evaluate and improve program offerings.

Documentation & Administration

- Maintain detailed client records, ensuring confidentiality and compliance with organizational policies and privacy legislation.
- Track client interactions, referrals, and program outcomes using agency databases and reporting systems.
- Support agency reporting by sharing success stories, program challenges, and accurate client data.
- Submit purchase requests, receipts and financial claims to the designated approvers.
- Ensure strict adherence to confidentiality, code of ethics and all other professional codes of conduct
- Work collaboratively as part of the CVIMS team to ensure agency and client success
- Follow CVIMS protocols for reporting and communication
- Participate in all staff meetings, training sessions and professional development opportunities.
- And such further duties and responsibilities as may be communicated by CVIMS from time to time.

Required Education, Certifications, and Experience:

- CCDP- National Certified Career Development Practitioner designation required. Applicants who are working towards the certification will be considered.
- Minimum 1 year experience working as an employment counsellor or in career development.
- Demonstrated strengths in the areas of data and document management, strong organizational skills.
- Superior inter-personal and communication skills. Excellent spoken and written English required.
- Cultural competency training with the capacity to work with diverse and marginalized populations.
- Experience working with vulnerable populations and capacity to maintain professional boundaries.
- Ability to work independently and as part of a team, demonstrating a high level of professionalism and integrity.
- Valid class 5 driver's license and reliable transportation required for regional travel.

- Vulnerable sector criminal record check on file with CVIMS required.
- Training or demonstrated proficiency using client databases, Microsoft Office 365, Zoom, Teams, and other digital tools.
- First Aid Level 1 required.

Preferred Skills, Abilities, and Assets:

- Relevant post-secondary education in career development, counselling, social work or related field.
- Additional qualifications and / or training in trauma-informed practice are considered an asset.
- GBA+ certification is an asset.
- Fluency in a second language would be an asset.
- Priority will be given to applicants who are eligible to work in Canada for minimum 2 years.
- Accountable individual who adheres to agency policies and procedures.
- Attitudes and values in keeping with the CVIMS vision and goals.

Additional Information:

- Travel within Nanaimo Regional District and surrounding region will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, program delivery or conferences may also be required
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours. This position is eligible for overtime in accordance with the BC Employment Standards Act. All overtime must be approved in advance.
- Fully funded health/dental benefits and group RRSP available after 3-month probation
- This is a full-time, term contract position, funded at 37.5 hours / week, starting Sept 8, 2026 and ending March 31, 2028. Schedule is Monday – Friday, 8:30-4:30pm.