



Employment Specialist (13598)

Closing date: August 18, 2026

URL: <https://successbc.bamboohr.com/careers/1020>

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

Division: Career and Youth Services (CYS)

Program: Active Generation for Employment (AGE)

Employment Type: Temporary Full-Time (35 hours per week)

Number of Positions: 1

Contract Duration: August 24, 2026 - March 31, 2027

Compensation: \$28.18 - \$29.87 per hour

About the Position:

The Employment Specialist provides a full range of employment services to job seekers, including needs assessment, case management, workshop facilitation, individual job search coaching and support, training intervention arrangements, and making employer connections.

Reports to: Program Director and designated Program Managers

Key Duties and Responsibilities:

- Performs active client intakes
- Conducts formal needs assessments through structured interview processes to identify and prioritize issues/barriers that are preventing clients from achieving employment
- Develops personalized plans that addresses clients' needs and makes use of services available within and outside the program
- Makes referrals and arrangements for the client to complete short term certificate trainings, community resources, and training vendors as needed
- Develops workshop curriculum
- Facilitates cohort trainings and workshops
- Connects and builds relationships with employers to offer employment and/or practicum opportunities with/without wage subsidies for program graduates



- Monitors client progress by reviewing activities and learning outcomes
- Reviews, revises, and updates action plans to enhance self-sufficiency and sustainable labour market attachment
- Ensures clients achieve employment (or pursue education opportunities) in a timely manner
- Determines client needs and eligibility and administers program financial supports where appropriate
- Completes documentation and prepares client files
- Ensures client activities fall within the scope of the budget parameters
- Ensures Progress Markers (PM) targets for the program are met on an individual basis every month
- Captures client data to evidence qualitative and quantitative outcomes
- Writes client progress notes, follow-up reports, and success stories
- Participates in program promotional and marketing activities
- Other related duties as assigned by the Program Coordinator

Education, Training and Experience:

- Bachelor's Degree in Social Services, or a related field; or an equivalent combination of education, training and experience
- CCDP credential is an asset
- Non-Violent Crisis Intervention training an asset
- Mental Health First Aid training is an asset
- Experience in working with diverse clients facing barriers
- Experience in employment counselling and work placement
- Experience in funded employment programs is an asset
- Experience conducting needs assessments and developing action plans
- Experience in managing client data and documenting the counselling process
- Experience in curriculum development and workshop facilitation
- Experience in exploring and working with employers from diverse sectors
- Knowledge of career counselling, cross-cultural counselling, and job development
- Knowledge of local labour market trends and information in British Columbia

Job Skills and Abilities:

- Excellent written and oral communication skills
- Second language knowledge is an asset
- Excellent interpersonal skills
- Ability to establish and maintain counselling relationship with clients
- Ability to communicate effectively with service providers, stakeholders and employers



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- Ability to proactively establish and build relationships with existing and prospective partners
- Ability to work independently and as a part of a team
- Excellent workshop facilitation skills
- Excellent documentation and report-writing skills
- Excellent time management and organizational skills
- Excellent technical skills in MS Office and web-based research tools
- Excellent attention to detail

Additional Information:

- Criminal Record Check required
- Ability to work at multiple outreach locations when required

About S.U.C.C.E.S.S.:

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations. S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors' care.

At S.U.C.C.E.S.S., we take care of our communities and our people!

S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

Interested applicants should submit their applications to Henry Xie, at henry.xie@success.bc.ca, by 11:59pm on August 18, 2026

While we appreciate all applications, only those selected for an interview will be contacted.

