



NOTICE OF JOB VACANCY (Posted: February 18, 2022 – March 4, 2022, or open until filled)

Job Competition #: **2022-WorkBC-02**

Position: **Employment Resources Facilitator**

WorkBC Employment Centre – Vancouver Community College location
Temporary full-time position at 35 hours per week starting mid-November through to the end of May 2023

Summary:

Reporting to the WorkBC Manager and Associate Program Director – WorkBC VCC, supports and assists clients in overcoming barriers to increase their employability and obtain paid employment by delivering employment and life skills topics utilizing approved curriculum in either group workshops, individual session or online. Additionally, provides supports to clients working independently on their job search efforts in the Resource Room. Develop and maintains comprehensive employment-related resource materials.

Responsibilities:

- Facilitate workshops either on-site, as part of outreach or on-line in either group or individual settings tailored to the client(s) unique needs.
- Engage workshop clients in a variety of instructional methods such as role-playing, team exercises, group discussions and multi-media presentations. Review, evaluate and improve workshops to ensure effectiveness, relevance, and quality to support clients in obtaining and maintaining employment.
- Monitor and update client attendance and progress in workshops. Document client follow-up progress notes
- In ICM as well as updates individual notes in client files ensuring accuracy and timeliness. Follow-up with Employment Specialist as required.
- Supports clients utilizing the resource room in a manner that promotes independence and self-sufficiency. Monitor progress of regular service users in the resource centre, assess for service eligibility and administer initial intake assessment when it is determined further intervention through case management is necessary.
- Ensures the resource room as a variety of relevant, current, and credible employment related resource materials and labour market information. Liaises with other community service organizations ensuring that comprehensive, current, and accurate information regarding locally community-based services and labour market information is available. Updates information on job opportunities posted in the resource centre.
- Participates and supports all of the centre's initiatives such as hiring fairs and community engagement events as required.
- Participates in staff meetings, committee meetings, and staff training as required.
- Performs other related duties as assigned.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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Qualifications:

Post-secondary degree or diploma in human development, employment services, or business practises; certification in Career Development, Life Skills counselling and/or Vocational Rehabilitation and a minimum of 1 – 2 years' experience working in employment services **OR** a combination of education, training, and experience acceptable to the employer. Second language is an asset.

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.
- Demonstrated facilitation experiences, specifically delivering workshops on effective job search, retention strategies, self-marketing and labour market information.
- In-depth understanding of Career Development and Labour Market trends.
- Knowledge and understanding of the Ministry of Social Development and Poverty Reduction policies and eligibility requirements and a good understanding of the Employment Insurance Act.
- Trained and qualified to administer interest and personality assessments such as the Strong Interest Inventory and Personality Dimensions.
- Sound understanding of employment barriers and experience working with various client groups.
- Proficiency in all aspects of Microsoft Office Suite.
- Possession of and the ability to maintain a clear provincial criminal recork check.
- Ability to carry out the duties of the position.

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.

Watch our video [How It Is Working Here](#)

Watch our video [How Long I Have Been Working Here](#)

Watch our video [Why I Love Working Here](#)

Email applications must include "2022-WorkBC-02" and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Friday, March 4, 2022, or open until filled

Salary Range: \$23.32 – \$30.48 per hour. Education, training, experience, and internal equity will be taken into consideration.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.