



## Resource Advisor Career Paths for Skilled Immigrants

### 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.

### About CAREER PATHS

The **Career Paths Program** supports skilled immigrants and refugees to fast-track their re-credentialing and employment journey in British Columbia. We do so through customized one-on-one career coaching, group and self-paced online learning on career development and standards in BC, local connections to mentors and skilled professionals, on-site employer tours and networking events, and access to skills enhancement services to fund regulatory or skills upgrading requirements in our clients' chosen occupations.

In **Career Paths**, we believe that with career support from our Career Strategists, Resources Advisor, and Employer Relations Specialists, all our clients can re-align and re-enter their chosen profession here in BC. Our services are tailored to your individuals' education, training, and professional experiences.

As a **Resource Advisor**, you will report to the Senior Manager – Career Paths and you will support skilled immigrants entering regulated professions to research and prepare for their re-certification requirements. This role will primarily support the unique needs of Career Paths clients pursuing regulated occupations such as those working in biological sciences, engineering, and/or technologist professions.

### How You'll Make a Difference

- Acts as central liaison for regulatory bodies in BC and is responsible for maintaining positive and collaborative working relationships with regulators to disseminate timely information on exams and/or new requirements for recredentialing
- Collects and disseminates timely updates to clients on regulatory exam delays
- Writes and produces occupation-specific resources, such as fact sheets and bulletins, for alternative routes for recredentialing or recertification
- Manages an active calendar of available skills upgrading and recertification course options and works closely with the Career Strategist team to address course options in Action Planning with clients
- Liaises and communicates with enrollment officers at training institutions to relay course openings, to ensure understanding of regulatory issues as well as delays, to our clients
- Work directly with local skilled immigrants seeking recredentialing, often pursuing complex regulatory routes, providing them with coaching and support to research and pursue their recredentialing requirements
- Work collaboratively in a team dedicated to providing high-quality employment supports and guidance on process issues to newcomers to British Columbia
- Performs other duties as assigned

## IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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### **What You Bring**

Minimum three (3) years experience in social services, employment counseling, customer service **OR** equivalent combination of education, training, and experience acceptable to the employer. Understanding and/or experience of the realities and challenges newcomers face in Canada. Familiarity with the programs/services and resources available to newcomers in British Columbia is an asset.

### **What Makes You a Change Maker**

- **Strong communicator:** you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner
- **A natural connector** with an exceptional ability to interact authentically with people from diverse cultural, linguistic, and/or socio-economic backgrounds and experiences
- Ability to **think critically**, analyze situations and issues
- **Excellent research skills**, including the ability to find and share information quickly
- (Preferred) experience or understanding of biological sciences and/or engineer professions and their recertification routes in Canada
- **Demonstrated proficiency** in Windows applications, software, and databases
- Ability to obtain and maintain a clear BC Criminal Record Check

### **ISSofBC Value Proposition**

- Role Salary Range: \$26.27-\$32.35 per hour
- Expected Starting Range: \$26.27 - \$27.88. 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 matched RRSP with contributions up to 5%
- Hybrid work opportunity
- Collaborative peers with a wide range of backgrounds and talents
- Inclusive culture
- 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!**

**Start Date:** ASAP

**Location:** Surrey, Burnaby, New Westminister, and Vancouver

**Position:** Regular full-time position at 35 hours per week

**Closing Date:** Open until filled.

**Job Competition No:** 2023-CP-03

**Email applications must include:** "2023-CP-03" on the subject and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)

*For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job competition 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.