



**Career Facilitator – Farsi and Dari language is required  
Job Quest Program – Vancouver and Surrey**

**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.

**REPORTS TO:** Manager and Assistant Manager – Job Quest

**SUMMARY:** Provides individualized and/or group employment and career counselling services to eligible clients. Assists IRCC eligible and non- IRCC clients with social and economic integration in the Province.

Connects clients to the community, access labour market information and supports, and upgrade their English language proficiency where appropriate. Willing to learn and understand other employment programs offered at ISSofBC. Passionate to work with clients, understanding their uniqueness and willing to customize service based on their needs. Able to make connections with potential employers to bridge clients to job fairs and job opportunities. Marketing and event planning experience will be additional asset.

**How You'll Make a Difference:**

- Knows and understands occupational challenges of newcomers especially Afghan refugees and their unique barriers
- Assesses client needs (including strengths and barriers), to develop an individualized settlement employment plan which outlines a strategy to achieve settlement success based on identified needs, available services and community supports.
- Supports clients to set goals and priorities and to develop a realistic action plan towards achieving employment and training goals. Regularly monitor, revise as necessary, and follow-up on action plan with clients.
- Facilitates development of resumes and other tools to assist clients in obtaining employment/funding.
- Collaborates with other settlement and employment programs to help clients better.
- Facilitates job fairs- virtually and in- person and fulfills target requirements
- Follows up with clients to check the employment status and provides on-going job retention support
- Assists clients with determining their skill base, occupational interests and key work experience. Assist in identifying appropriate job target area for employment and/or further training.
- Conducts workshops on relevant employment topics. Partners with community groups to provide outreach sessions, workshops and community development activities.
- Participates in the development of activities, lesson plans and program hand-outs consistent with established curriculum. Reviews, evaluates and makes recommendations to improve workshops to ensure effectiveness, relevance and service quality.
- Effectively use online training material of Job Quest on Moodle
- Participates in marketing and promotional activities.
- Enters client information and service interventions into centralized database as client service occurs.
- Writes monthly progress reports using Excel and other reporting templates for review of the Manager/Assistant Manager.
- Performs other related duties as assigned.

**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

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### **What You Bring**

Completion of a Diploma or Degree in the social sciences, counselling or related discipline supplemented by a minimum of two (2) to three (3) years' experience in career/employment counselling preferably with newcomers to Canada OR and equivalent combination of education, training and experience acceptable to the employer. A Career Development Practitioner Certificate is an asset.

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

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who may come from differing cultural and linguistic backgrounds.
- Proven career/employment counselling skills; well-versed in Canadian job search strategies and techniques.
- Strong analytical, assessment, para-counselling, and facilitation skills.
- Demonstrated experience in developing and facilitating groups and short-courses.
- Ability to set and maintain boundaries with clients and manage self-care.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Proficiency in all aspects of Microsoft Office.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Physical ability to carry out the duties of the position.

### **ISSofBC Value Proposition**

- Role Salary Range: \$24.75– \$32.35 per hour
- Expected Starting Range: \$24.75 – \$26.27. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- 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!**

**Location:** ISSofBC Vancouver and Surrey

**Position:** Temporary Full-Time position at 32-35 hours per week starting as soon as possible until June 30, 2023

**Closing Date:** Open until filled

**Job Competition No:** 2023-JobQuest-04

**Email applications must include: "2023-JobQuest-04" 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.