



**Employment Specialist  
WorkBC City Centre  
(Posted: March 29, 2023 – open until Filled)**

**Job ID #:** 2023-WorkBC-02

**Position:** WorkBC Program – City Centre, Vancouver  
Regular full-time position at 35 hours per week starting on May 1, 2023

**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.

**Summary:**

Reporting to the WorkBC Manager and WorkBC Associate Program Director, the Employment Specialist is responsible for supporting client(s) in identification, application and maintenance of government funded subsidies to support work force re-entry and/or success through training, wage subsidies, self-employment, and job creation partnership interventions. The Employment Specialist is accountable for the administration and maintenance of currency specific to government funded subsidies.

The ISSofBC position will be working as part of a multi-agency team within the WorkBC VCC Catchment operated by Open Door Group to connect job seekers with progressive employment, training opportunities, and holistic supports.

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

**Funding Intervention Application(s)**

- Assess and identifies client(s) eligibility for Program financial supports in accordance with funder, program, and organizational guidelines.
- Identifies and supports client(s) application on behalf of the management through client meetings to secure and verify supporting documentation including but not limited to income verification, expense verification, job search details, education/training initiatives and sponsorship documentation.

- Lead role/advisor to management and client(s) in preparation and submission of funding application(s) and agreement(s); i.e., submission of documentation to appropriate government body for approval, access, and receipt of supports as defined by subsidy eligibility requirements. Evaluates individual's background, skills, and interest and matches to potential job openings or training programs.

### **Monitoring/Verification**

- Provides direct assistance to management and client(s) in the collection, completion and submission of ongoing maintenance/verification documentation as required including but not limited to attendance/progress reports, income/expense receipts and wage subsidy requirements
- Responds to inquiries from a variety of stakeholders including management and clients, referral sources, and funders and provides information regarding subsidies and the status of applications

### **Administration**

- Authorizes and codes all invoices directly related to government funded financial support recipients in accordance with agency policy/guidelines
- Prepares monitors and maintains records of training, billings, action plans, client consent and direct deposit requirements in consultation with client(s) as per respective financial guidelines)
- Ensures financial supports and supporting documentation is recorded in accordance with program policy/QA standards
- Gathers and compiles information as required including but not limited to client information and statistics.
- Performs word processing and data entry duties such as general client data, reporting and client record maintenance specific to subsidy activity
- Performs other related duties as assigned

### **What You Bring**

Post-secondary degree or diploma in business administration, community social services supplemented by a minimum of three (3) years recent related experience negotiating and administering financial supports in Government funded programs, OR an equivalent combination of education, training and experience acceptable to the employer.

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

- Ability to communicate effectively in both written and oral English at all levels of the organization
- Knowledgeable of career development and labour market needs and trends
- Ability to meet deadlines
- Demonstrated ability to take initiative and problem-solve. Knowledge of general office procedures
- Proficiency in all aspects of Microsoft Office Suite (Word, Excel, Outlook), customized data bases and electronic communication tools
- Possession of and the ability to maintain a clear provincial criminal recork check
- Ability to establish and maintain rapport with clients and stakeholders
- Willingness to work in a team environment
- Knowledge of WorkBC program

### **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.
- Extended health and dental benefits
- Employer matched RRSP with contributions up to 5%
- 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!**

**Start Date:** As soon as possible

**Location:** WorkBC – City Centre, Vancouver

**Position:** Regular Full-time at 35 hours per week

**Closing Date:** Open until filled

**Job Competition No:** 2023-WorkBC-02

**Email applications must include: "2023-WorkBC-02" 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.