



Career Strategist, Career Paths for Skilled Immigrants

Job ID #: 2023-CP-04

Position: **Career Strategist, Career Paths for Skilled Immigrants**
Employment program - Lower Mainland and Prince George
Temporary full-time (hybrid) position at 35 hours per week starting as soon as possible until May 2024.

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

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 **Career Strategist**, you will report to the Assistant Manager – Client Services and you will provide individualized, online, or group employment and career counselling services. You will facilitate the development of a realistic personal action plan for the employment or further training of the client. You will monitor clients' progress and provide follow-up counselling and support until the action plan is completed. You will prepare and maintain prescribed reports on each client. You will produce resumes and letters of application, as needed. You will assist in client recruitment, program marketing, and project evaluation activities.

How You'll Make a Difference

- Provides career planning and job search assistance, including developing job search-related documents including e-portfolios and portfolios
- Facilitates the development of a realistic action plan, resumes, and other tools for the employment and/or further training of the client based on identified skills/interests, key work experience, and labour market needs, and secures client commitment to, and support for the action plan
- Provides individual counselling and remote service delivery (on-line) as needed
- Conducts appropriate group interventions and information workshops on relevant topics, ensuring that lesson plans are prepared and delivered consistently with the program curriculum
- Conducts service eligibility and needs assessment
- Participates in all client recruitment and screening and program marketing activities. Provides program information to training service providers and referring agencies as requested

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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- Provides referrals to skills upgrading services, and job search training and assistance, and in coordination with the Assistant Manager, reviews and approves skills enhancement funding requests from clients
- Monitors the progress of clients towards achieving their employment and/or training goals and provides ongoing support until the client's action plan is completed. Provides follow-up services for clients deemed to be self-sufficient
- Consults with the Manager regarding any unresolved issue/problem
- Prepares and maintains appropriate records and prepares necessary reports on each client
- Participates in developmental activities for curriculum, lesson plans, and handouts for the program
- Produces resumes and letters of application as needed. Conducts one-on-one or group orientation sessions on relevant topics, e.g., labour market information, the hidden job market, information on available resume services, job search skills/strength, community employment resources guide, and employment-related resources
- Conducts regular outreach to resource persons, community agencies, and institutions to recruit new participants into the program
- Provides job search, retention, and job development services to program participants
- Keeps abreast of developments in the local labour market and trends in the employment/career counselling area.
- Collects, updates, and maintains client data as required
- Performs other related duties as required

What You Bring

Certificate or diploma in vocational or career counseling/coaching, supplemented by a minimum of 6 months' employment counselling experience including facilitating workshops and small groups **OR** an equivalent combination of education, training, and experience acceptable to the employer.

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
- **Passion** for educating and supporting clients
- **Strong prioritization, time management, and follow-through** skills
- **Strong teamwork skills** with the **ability to work independently**
- Demonstrated knowledge of portfolios including e-portfolios
- Demonstrated **cross-cultural counselling** abilities
- **Knowledge** of adult learning principles including facilitation, use of social media, and /or online learning concepts
- **Current and stay abreast** of the local labour market, especially those related to ESL immigrant clients
- **Demonstrated proficiency** in Windows applications, software, and databases
- Ability to obtain and maintain a clear BC Criminal Record Check
- Physical ability to carry out the duties of the position

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 **RRSP** contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Employee and Family Assistance Program (EFAP)
- Hybrid work opportunity
- Values-based organization with 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!

Applications must include "2023-CP-04" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

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

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