



**Employment Resources Facilitator  
WorkBC Employment Centre**

**Job ID #:** 2023-WorkBC-03

**Position:** **Employment Resources Facilitator**  
WorkBC Employment Centre – Squamish  
Regular full-time position at 37.5 hours per week starting on October 3, 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 Center Manager – WorkBC Squamish, 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 sessions, or online. Additionally, provides support to clients working independently on their job search efforts in the Resource Room. Develop and maintains comprehensive employment-related resource materials.

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

- 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.

### **What You Bring**

Post-secondary degree or diploma in human development, employment services, or business practices; 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.

### **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 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 record check.
- Ability to carry out the duties of the position.

### **ISSofBC Value Proposition**

- Role Salary Range: \$24.75 - \$32.35 per hour. \*Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Starting Salary Range: **\$24.75 - \$26.27** per hour. \*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%
- 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-WorkBC-03" in the subject line and can be sent to: [jobs@issbc.org](mailto: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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