



**EMPLOYMENT FACILITATOR, BC NSP/SAF HAVN EMPLOYMENT PROGRAM**  
(Posted: March 12, 2024 – March 26, 2024)

**Job ID #:** 24019-BC NSP/SAF HAVN

**Position:** Employment Facilitator

BC NSP/SAF HAVN Employment Program – Vancouver/Burnaby

Regular full-time position (hybrid) at 35 hours per week starting as soon as possible.

**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:**

The Employment Facilitator will work within the BC NSP/SAF HAVN program to provide tailored support and resources to address the unique learning needs of each participant. Through a flexible and hybrid delivery system, as well as strategic partnerships, this position will work with the team to offer a holistic approach that encompasses skills training, personalized assistance, employment readiness, and valuable placement opportunities.

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

- Participates in the development, delivery and enhancement of the training curriculum, lesson plans and program hand-outs.
- Conducts appropriate group interventions and information workshops on relevant topics, ensuring that lessons plans are prepared and delivered consistent with program curriculum.
- Deliver job readiness and soft skills workshops as well as digital literacy training.
- Facilitate group networking sessions for clients (Networking Hub).
- Conducts 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 resource.
- Facilitates development of resumes and other job search tools to assist clients in obtaining employment/funding. Provides individual support as needed.
- Maintains timely and accurate database records and prepares required program and participant reports.
- Performs other related duties as assigned.

**What you Bring:**

Certificate or diploma in vocational counselling; Certificate in Essential Skills; or Job Finding Club facilitation, supplemented by a minimum of 6 months' employment counselling experience including facilitation workshops and small groups OR an equivalent combination of education, training and experience acceptable to the employer. A Career Development Practitioner Certificate is preferred, Essential Skills Certification an asset.

**What Makes You a Change Maker:**

- Ability to communicate effectively in both written and oral English.
- 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.
- Demonstrated knowledge of the local labour market, especially those related to ESL immigrant clients.
- Strong analytical, assessment, para-counselling, and facilitation skills.
- Demonstrated experience in developing and facilitating groups and workshops.
- 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.
- Ability to engage with external stakeholders.
- Proficiency in all aspects of Microsoft Office.
- Possession of and the ability to maintain a clear BC Criminal Record Check.
- Physical ability to carry out the duties of the position.

**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.**

**ISSofBC Value Proposition**

- Expected Hiring Salary: \$22.90 – \$25.20 per hour \*dependent on education/training/experience/internal equity
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits upon joining
- 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

Applications must include "24019-BC NSP/SAF HAVN " in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)

*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.

**Closing Date: By 4pm, March 26, 2024**

***If you are passionate about making a difference, apply now!***