



**Employment Resources Facilitator, Squamish WorkBC  
(Posted: April 11, 2024 – April 25, 2024)**

**Job ID #:** 24041-WorkBC

**Position:** **Employment Resources Facilitator (fluency in a second language is considered an asset)**  
WorkBC – Squamish  
Regular full-time position at 37.5 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:**

Reporting to the WorkBC Senior Manager and Program Manager – WorkBC Squamish, the Employment Resources Facilitator improves client employment readiness through referral and follow-up to community referral and through competency-based training. Employment Resources Facilitator support clients to obtain job placements by facilitating and supporting self-marketing job search activities, as well as facilitating employment-related workshops.

**How You'll Make a Difference**

- Markets employment and training program(s) to prospective clients and employers and develops related promotional materials.
- Conduct orientations, information sessions, pre-screen, and evaluate client eligibility for programs and services. Supports clients to enroll in government required registration.
- Provides clients with information regarding available resources within the community, refers to other programs and services as required, and monitors enrollment/progress in those programs.
- Provide support, direction, and regular contact to clients utilizing the Resource Centre.
- Ensure clients utilizing the Resource Centre have access to current and updated job search resources and job leads. Support and follow-up clients in their self-marketing job search.
- Liaises with the program funder, internal staff, and stakeholders to provide and receive information that supports clients/student's ability to achieve their goals.

- Teaches student/client and provide coaching using a variety of instructional methodologies to enable the development of skills necessary for increased employability and/or personal independence.
- Assists clients to become job-ready by arranging for short-term training.
- Designs curricula and lesson plans for courses such as computer skills, cohort training, job search skills, and essential skills. Modifies lesson plans according to factors such as student/client level, student/client goals and mental health and behavioral barriers.
- Formally evaluates students/clients in areas such as technical and interpersonal skill development; provides student/clients with feedback and prepares progress reports.
- Provide ongoing assessment and evaluation of student/client skill acquisition.
- Provides input and make recommendations to management on issues such as program evaluation and organizational policies.
- Maintain adequate levels of supplies. Make recommendations for types of equipment required. Completes and maintains related records and documentation such as student evaluations, attendance records, schedules, waitlists, and job placement results.
- Perform other related duties as assigned.

### **What You Bring:**

Diploma in human services or instruction and two years recent, related experience in instruction and/or providing job-search assistance or equivalent combination of education, skills, and experience. Demonstrated understanding of the local labour market trends and employment placement opportunities in BC. Must pass a criminal record background check.

**Fluency in a second language an asset.**

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

- Ability to communicate effectively, both verbally and in writing.
- Ability to motivate clients and/or program participants to learn skills and acquire.
- employment.
- Ability to meet deadlines, manage a varied client load, and work under pressure.
- Knowledge and familiarity with educational methodologies and instructional
- techniques for adults.
- Ability to work in a flexible environment and to work independently.
- Advanced MS Office and database skills.
- Demonstrated ability to take initiative and problem solve.
- Physical ability to carry out the duties of the position.
- Ability to establish and maintain harmonious and productive relationships with people from a wide variety of backgrounds.

### **ISSofBC Value Proposition**

- Expected Starting Range: **\$22.90- \$25.20**. \*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 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%.
- Employee and Family Assistance Program (EFAP)
- 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.

Applications must include "24041-WorkBC" 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. **Closing Date: By 4pm, April 25, 2024.**

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