



**Job Title:** *Facilitator/Resource Advisor*

**Hours of Work:** 35 hours per week

**Start/End Date:** April 1, 2019 until March 31, 2024

**JOB SUMMARY:** Under the general supervision of the Lead Facilitator/Resource Advisor and the Senior Manager of WorkBC Centre, the Facilitator/Career Advisor is responsible for working closely with job seekers, supporting them with their goals through a one-to-one setting in the self-serve resource area, and in a workshop group setting. Working with job seekers, the Facilitator/Career Advisor will ensure that job seekers receive the job search services needed to ensure that Clients are equipped with the tools needed to conduct their job search. Moreover, the Facilitator/Career Advisor is responsible for ensuring that data entries for Client databases are completed on regular basis. This role is also responsible for the development, maintenance, and delivery on online workshops. The Facilitator/Resource Advisor will develop and modify workshop and module materials to ensure program participants are receiving the most up-to-date job search tools.

## **RESPONSIBILITIES**

- Support Clients in completing the Online Employment Services (OES) accounts for self-serve and case managed services
- Work one-to-one with Clients in a drop-in setting to assist them with all employment related needs
- Deliver curriculum and workshop materials including resume writing, personal development, career exploration, interview skills, problem solving and decision-making
- Maintain up to date information on labour market trends, employment issues, job training, job opportunities, programs etc. Work to ensure that participants are implementing their employment strategies
- Provide follow up and support to participants
- Research, organize, implement, monitor and document job search for Clients
- Familiar with and able to work with clients using the latest technology
- Work as part of a team to deliver a comprehensive program designed to meet individual needs of Clients
- Liaise with employers in the community to organize hiring fairs, employer panels and job postings
- Act as a champion of the program, promoting our services throughout community and offsite workshops/presentations

## **QUALIFICATIONS:**

- Candidates must have strong employment counselling skills and understanding of the labour market in the Lower Mainland
  - Proven experience in developing and facilitating employment related workshops
  - Up to date with the latest job search, career exploration and labour market materials
  - Strong team player
  - Strong skills and comfort in using and delivering online workshops
  - Knowledge and experience advising individuals on employment choices
  - Ability to work in a flexible environment and relate well with others
  - Must have a minimum B.A., MBTI and Strong Certification, career counselling certificate •
- Must have excellent computer skills
- A valid criminal record check (including working with vulnerable populations) is required
  - Work closely with the Quality Assurance team and the Office Manager to ensure accuracy in data entry and service delivery
  - Adhere to onsite Health and Safety Procedures
  - Other related duties as assigned

**Closing Date: Monday, February 4, 2019 at 4:30pm**

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)  
Please use "Facilitator/Resource Advisor - WorkBC" as the email subject.

\* Resume including the cover letter should not be more than three pages.

**(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)**