



## **PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)**

**Job Title:** Job Developer / Facilitator - Older Workers 55+ program  
**Location:** Surrey Office  
**Hours:** 35 hours/per week  
**Positions:** 2

**Job Summary:** The successful incumbent of this position is responsible for facilitation of the workshops, as well as assisting with delivery of the Older Workers 55+ program; including recruiting suitable clients and providing job search assistance, counselling, coaching, mentoring and placement services to program clients; and preparing program reports for management and Funders.

### **Key duties and responsibilities:**

- Deliver Life Skills and Job Search skills workshops in-group settings.
- Monitor and coach participants' attendance and progress in workshops; assist participants in networking with employers and monitor their progress
- Recruit, screen, and assess participants for program suitability and eligibility
- Conduct appropriate assessment of participants' assets, barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools
- Create a training plan and arrange Short-Term Skills training for program participants
- Design, prepare, and update job search material – manuals, forms, exercises, PowerPoint for workshops and handouts
- Provide job development and work placement, related coaching and support; Participate in marketing and promotional activities for the program, as needed
- Assist participants in typing, editing, correcting and making changes to all job search documents and update these in the participants' files in the office
- Perform other job-related duties as assigned from time to time

### **Education and Other requirement:**

- Career Development Practitioner Certificate
- Completed degree or diploma in Social Services or related discipline supplemented by three years' experience in a job developer and facilitator role; OR equivalent combination of education and experience
- Experience in multi-cultural environment
- Experience working in environment with mature client group preferred
- Valid Drivers' license and access to suitable vehicle is required
- Criminal Record check is a must

**Knowledge:**

- Fluency in English required, and second language in Chinese or Punjabi/Hindi is an asset.
- Understanding of cultural diversity and community environment

**Skills and Abilities:**

- Highly developed presentation / facilitation skills
- Ability to assist clients with typing, editing documents
- Excellent interpersonal skills and team building skills
- Effective verbal and listening communication skills
- Attention to detail
- Time management skills
- Excellent computer skills

**How to Apply:**

Please submit application to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use “Job Developer/Facilitator – 55+ program” as the email subject.

*(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.)*