



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Job Developer / Facilitator – (WIMBI)
Program: Workplace Integration for Multi-Barriered Individuals
Location: Vancouver / Surrey
Hours: 35 hours/per week

Job Summary: The successful incumbent of this position is responsible for facilitation of the workshops, as well as assisting with program delivery; 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 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

Closing Date: October 1, 2019

How to Apply: Please submit application to PICS HR Department at career@pics.bc.ca. Please use "JD – WIMBI" 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.)