

Job Title: Employment Counsellor and Facilitator
Program: Workplace Integration for Multi-Barriered Individuals
Location: Vancouver
Hours: 35 hours/per week

Progressive Intercultural Community Services (PICS) Society is a registered non-profit organization that has been serving the community since 1987. PICS Society provides a broad spectrum of programs and services, which includes Employment Programs, Settlement Services, Language Services, Social Programs and Housing Services. Our services assist new immigrants, seniors, women and youth.

To our regular employees, we provide a competitive wage, paid health and dental benefit plan, paid sick days, a friendly and team oriented work environment, and an opportunity to serve the community.

The Employment Counsellor and Facilitator is responsible for facilitation of the workshops, assisting with program delivery, recruiting suitable clients, providing job search assistance, counselling, coaching 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 or enrolled in a Career Development Practitioner program is an asset
- 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
- Valid Drivers' license and access to suitable vehicle is required
- Criminal Record check is a must

Knowledge, Skills, and Abilities:

- Fluency in English required, and second language is an asset.
- Understanding of cultural diversity and community environment
- Highly developed presentation / facilitation skills
- Ability to assist clients with typing, editing documents
- Excellent interpersonal, communication, and team building skills

*How to Apply: Please submit resume and cover letter stating minimum salary expectations. Please use "ECF – 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.)