



Position: Vocational Rehabilitation Specialist
Status: Part-time, temporary, flexible hours (possibility of becoming fulltime permanent depending on funding)
Start date: ASAP
Location: PICS Head Office

Duties and Responsibilities:

- Manage all aspects of return to work action plan for WorkSafeBC project clients, including follow-up and supporting the clients through a variety of job search and placement services
- Develop, review, revise and update action plans according to client needs
- Identify job coaching/mentoring needs and coordinate with mentor services as required
- Monitor client progress by reviewing activities and results on an agreed upon schedule
- Conduct one-to-one employment counseling to enhance self-sufficiency and labour market attachment
- Support clients in accessing services as needed
- Support clients in the development of effective resumes, networking, accessing the hidden job market, and other job search activities, such as providing sample template resumes; showing clients how to log on and use the available computers, advising clients which web-sites to search and registering clients for job-search related workshops
- Excellent ability to facilitate career exploration, pre-employment, and job search workshops as required
- Ability to communicate to a broad range of clients
- Prepare client progress notes, action plans and follow up reports in accordance with Ministry requirements
- Prepare and submit project reports to funders. Perform other job-related duties as assigned

Qualifications & Experience

- Post-Secondary Degree in a related discipline and a minimum of two years directly related experience in employment counselling; OR the equivalent of education and experience
- CVRP, CCVE or other recognized related professional designation is required
- Certified Career Development Practitioner would be an asset
- Fluency in English, effective verbal and written communication skills
- Fluency in a second language (Punjabi, Hindi, Urdu, Cantonese, Mandarin, etc.) is an asset
- Willing and able to travel throughout the Lower Mainland and Fraser Valley as required
- Strong interpersonal skills and capable of working with specialized populations
- Effective verbal and written communication skills
- Knowledge of relevant community resources and employment services supports
- Creative and passionate in working with clients to enhance labour market attachment
- Clean Criminal Record Check (Vulnerable Sector)
- Valid BC drivers licence and reliable vehicle insured for business use with \$2 million liability and clean drivers abstract



How to Apply: Please submit a resume and cover letter, stating salary expectation and using “VRS” as the email subject, to PICS HR Department at career@pics.bc.ca.

(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.)