



Position(s): Job Developer and Employment Counsellor
Location: PICS Surrey Head Office
Hours: 35 hours per week

Position:

The Job Developer and Employment Counsellor works with a diverse range of skilled individuals to assist them in securing employment in their specialized field. The Job Developer and Employment Counsellor will also be required to participate in marketing, outreach and promotional activities for the program.

Duties:

- Works with job seekers to determine their needs and skills to market to employers in the labour market
- Collaborates with the Program Coordinator to ensure client goals are in line with the action plan
- Identifies job coaching/mentoring needs and coordinates with mentor services as required
- Monitors client progress by reviewing activities and results on an agreed upon schedule
- Conducts one-on-one employment counseling to enhance self-sufficiency and labour market attachment.
- Supports clients in the development of effective resumes, networking, accessing the hidden job market and other job search activities
- Facilitates pre-employment workshops as required
- Prepares client progress notes, action plans and follow-up reports
- Participates in marketing, outreach and promotional activities for the program.
- Performs other program-related duties as assigned from time to time

Knowledge and Experience

- Completed degree or diploma in related discipline supplemented by two years of job development, career coaching, or employment counselling experience; OR equivalent combination of education and experience
- Possesses Certified Career Practitioner Certification or currently working toward the designation is an asset
- Demonstrated experience motivating, coaching and mentoring clients with complex barriers and a broad range of cultural backgrounds
- Demonstrated experience building partnerships with employers, community agencies and other stakeholders
- Demonstrated knowledge of local labour market issues, especially those related to immigrant and refugee clients

Skills and Abilities

- Minimum intermediate proficiency in relevant computer applications such as MS Office
- Demonstrates initiative in meeting goals and targets
- Demonstrated ability in providing exceptional customer service and resolving issues both in person and in a virtual service delivery environment
- Strong interpersonal skills and capability of working with specialized populations
- Ability to facilitate employment workshops is an asset
- Excellent time management and organizational skills
- Effective English verbal and written communication skills; fluency in French, Hindi, Punjabi, Urdu, Tagalog, Mandarin, or Arabic is an asset

Other Requirements

- Ability to travel within Metro Vancouver for outreach and marketing services
- Clean drivers abstract and a reliable vehicle insured for business use with \$2 million liability
- Clean criminal record (vulnerable sector)

(How to Apply: Please submit cover letter and resume, stating salary expectations to career@pics.bc.ca. Please use “JD / EC” 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.)