



Job Title: Employability Training and Placement Specialist

Program: Industrial Trades Training for Red Seal Certification PBLMT

Start date: January 04, 2021 (Tentative)

Location: Surrey

Hours: 35 hours a week

**The Employability Training and Placement Specialist** will engage in the entire participant selection process including liaising with WorkBC staff and Ace Technical Trades Institute (ATTI) staff, also will provide participants with mentorship during training to ensure a solid grasp of the curriculum, address any language barriers or learning issues to support participants being successful in the project. S/he is responsible for networking with supervisors to support the placement of job-ready clients in work placements that best suit client needs, abilities and employment goals. S/he will support participants in a successful transition from unemployment to full time employment and/or improved employability.

**Duties and Responsibilities:**

- select qualified participants that meet all participant project requirements as well as program entrance requirements
- To provide each participant with ongoing Training/ Work Experience Coaching
- Provide participants with mentorship during training to ensure a solid grasp of the curriculum, address any language barriers or learning issues to support immigrants being successful in the project
- Review participant's employment goals and identify potential employer connections for workplace experience placement
- Support participants and Host Practicum supervisors through onboarding process and provide coaching as needed
- Facilitate work experience evaluation process and support negotiation of employment offers
- Follow up with clients to confirm employment outcome
- Liaise with local WorkBC staff, ATTI, work experience host organization staff and employers.

**Qualifications and Experience:**

- Bachelor's Degree in a related area
- Minimum 2 - 3 years experience, specifically in work experience placement support and job coaching working with immigrant clients
- Coaching or supervisory experience would be an asset
- Knowledge of employment barriers, and experience working with immigrant clients
- Ability to provide employment counseling to diverse socioeconomic client populations
- Strong knowledge of business structures and recruitment issues faced by organizations
- Proven experience developing productive, professional relationships with clients and employers
- Demonstrated experience marketing services to employers to garner labour market information, generate job leads, and create work experience placements
- Ability to assist clients with resume & cover letter development and job search
- Willingness to work weekends and evenings, as needed
- Knowledge of current local and regional economic conditions and LMI

**How to Apply: Please submit a resume and cover letter, stating salary expectations, to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use the job title 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.)*