



## **PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)**

**Job Title:** Job Developer and Facilitator  
**Location:** Surrey Head Office  
**Hours:** 35 hours/per week  
**Number of positions:** 15 to 20  
**Start Date:** ASAP

**Job Summary:** Under the direction of the Program Coordinator, the successful incumbent is responsible for assisting with delivery of a number of new provincially funded employment programs. This includes: facilitation, job search assistance, counselling, coaching, mentoring, and job development services to program clients. It also includes preparing program reports for management and Funders.

### **Key duties and responsibilities:**

- deliver life skills and job search skills workshops in group settings, including but not limited to: Time and Stress Management, Self Esteem Building, Goal Setting, Career Exploration, Resume and Cover Letter Writing, Employment References Preparation, Interview Techniques, Tapping the Hidden Job Market, Researching Information and Statistics, Job Maintenance, Communication, Problem Solving and Workplace Assertiveness, etc;
- monitor and coach participants' attendance and progress in workshops; assist participants in networking with employers and monitor their progress;
- conduct appropriate assessment of participants' assets, barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools;
- develop action plans with each participant to facilitate the ongoing management of participant's employment future;
- create a training plan and arrange short-term skills training for program participants;
- work with participants to determine their individual needs and skills;
- 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; develop and maintain a network of resources and employer/industry contacts in support of job development activities;
- assist participants in typing, editing, correcting and making changes to all job search documents and update these in the participants' files in the office;
- assist participants in the implementation of the financial supports component of the program.(including training allowances, and other program support payments);
- follow-up with participants after they exit the program in order to ensure employment;
- connect participants with appropriate community resources; and
- perform other job-related duties as assigned from time to time.

**Education and Knowledge:**

- completed degree or diploma in Social Services or related discipline supplemented by two to three years' experience in a job developer and facilitator role; OR equivalent combination of education and experience; and
- career Development Practitioner Certificate and designation is an asset.

**Skills and Abilities:**

- able to established relationships/connections with various businesses/employers in the community;
- highly developed presentation / facilitation skills;
- ability to assist clients with typing, editing documents;
- excellent interpersonal skills and team building skills;
- fluency in English, effective verbal and listening communication skills;
- attention to detail;
- time management skills;
- excellent computer skills;
- positive attitude; and
- critical thinking skills.

**Other Requirements:**

- Valid Drivers' license and access to suitable vehicle is required; and
- Negative Criminal Record check.

**How to Apply:** Please submit a resume and cover letter stating salary expectation 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.)*