



**Job Title:** Vocational Rehabilitation Specialist  
**Location:** Surrey Head Office  
**Start date:** ASAP

**Job Summary:** Under the direction of the Program Manager, the Vocational Rehabilitation Specialist will provide employment services to Worksafe BC referred clients and will provide job search support and assistance to clients.

### **Responsibilities**

*Vocational Rehabilitation Specialist duties:*

- assesses and evaluates client's vocational rehabilitation needs on an ongoing basis as per the Worksafe BC rehab plan;
- assesses employment barriers and provide vocational counselling to develop return-to-work and develops action plans by engaging clients in discussions and collaborating with community professionals, case manager's and client advocates;
- coordinates client intake into supported employment services;
- conducts intake interviews and coordinates and ensures timely assessment, entrance and orientation of participants;
- provides job search support services and participates in job development, direct marketing and job search activities, developing networks and links with community employers and negotiating job accommodations and workplace agreements;
- maintains up-to-date information on labour market trends and job marketing techniques and ensures positions are consistent with the needs and interests of the client;
- provides ongoing support services to clients on an individual basis by telephone, at job sites, or through facilitating group meetings;
- ensure clients are meeting their goals and objectives by revisiting goals, highlighting accomplishments, and re-evaluating goals;
- provides education and support to employers on vocational rehabilitation and the Individual Placement and Support Model; and
- performs other related duties as required.

### **Knowledge and Experience**

- completed degree or diploma in Social Services or related discipline supplemented by three years' experience in employment counseling and facilitation; OR equivalent combination of education and experience;
- Career Development Practitioner certificate is an asset;
- two year's recent related experience providing vocational rehabilitation counselling;
- eligibility for certification as a rehabilitation professional with a recognized association; and
- educational Certificate in Disability Management is an asset.

### **Skills and Abilities**

- minimum intermediate proficiency in relevant computer applications such as MS Office;
- ability to focus and concentrate on achieving consistent results;
- 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;
- ability to manage a large caseload while balancing between client services and outcome targets;
- strong interpersonal skills and capability of working with specialized populations;
- ability to facilitate employment workshops is an asset;
- excellent time management and organizational skills; and
- 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; and
- clean criminal record (vulnerable sector).

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).

***(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.)***