



Job Title: Junior Job Developer (Employment Counselor) and Facilitator
Location: Surrey and Vancouver Offices
Hours: 35 hours/per week
Number of positions: 1
Program: WIMBI

Position:

The Junior Job Developer (Employment Counselor) and Facilitator works with a diverse range of skilled individuals to assist them in securing employment in their specialized field. This including providing facilitation, job search assistance, counselling, coaching, mentoring, and job development services to program clients; and preparing program reports for management and Funders.

Duties and Responsibilities

- deliver life skills and job search skills workshops in group settings;
- 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;
- design, prepare, and update job search material – manuals, forms, exercises, PowerPoint for workshops and handouts;
- work with job seekers to determine their needs and skills to market to employers in the labour market;
- collaborate with coworkers to ensure client goals are in line with the action plan;
- 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-on-one employment counseling to enhance self-sufficiency and labour market attachment;
- support clients in the development of effective resumes, networking, accessing the hidden job market and other job search activities;
- prepare client progress notes, action plans and follow-up reports in accordance with ministry requirements;
- participate in marketing, outreach and promotional activities for the program; and
- performs other program-related duties as assigned from time to time.

Knowledge and Experience

- completed degree or diploma in a related discipline supplemented by two years of facilitation, job development, or career coaching in related setting; OR equivalent combination of education and experience;
- possessing a Certified Career Practitioner Certification or currently working toward the designation is an asset;
- demonstrated experience facilitating workshops and 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; and
- experience and technical ability to provide virtual services.

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;
- highly developed presentation / facilitation skills;
- ability to manage a large caseload while balancing between client services and outcome targets;
- strong interpersonal skills and capability of working with specialized populations;
- fluency in English and effective communication and listening skills; and
- excellent time management and organizational skills.

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 career@pics.bc.ca. Please use the job title as the email subject.

Successful applicants are required to be fully vaccinated against COVID-19, exemption requests must be supported by valid, legal documents.

(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.)