



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Job Developer (for Persons with Disabilities)
Location: Surrey Head Office
Hours: 35 hours/per week
Reports to: Program Coordinator
Wage: \$26 - \$28

Job Summary: Under the direction of the Program Coordinator the successful incumbent of this position is responsible for assisting with the delivery of the Opportunities Fund for Persons with Disabilities program; including providing facilitation, job search assistance, counseling, coaching, mentoring, and job development services to program clients; and preparing program reports for management and Funders.

Key Duties and Responsibilities:

- delivers 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.;
- monitors and coaches' participants' attendance and progress in workshops; assist participants in networking with employers and monitor their progress;
- conducts appropriate assessment of participants' assets, barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools;
- develops action plans with each participant to facilitate the ongoing management of the participant's employment future;
- creates a training plan and arranges short-term skills training for program participants;
- works with participants to determine their individual needs and skills to market to employers in the labor market;
- designs, prepares, and updates job search material – manuals, forms, exercises, PowerPoint for workshops and handouts;
- searches and sends job leads to participants;
- provides 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 and placement activities;
- assists participants in typing, editing, correcting, and making changes to all job search documents and updating these in the participants' files in the office;
- assists participants in the implementation of the financial support component of the program (including training allowances, wage subsidy, and other program support payments);
- follow-up with participants after they exit the program in order to ensure employment;

- connects participants with appropriate community resources; and
- performs other job-related duties or community initiatives as assigned.

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;
- career development practitioner certificate and designation are an asset; and
- experience working in an environment with a person with disabilities client group is an asset.

Skills and Abilities:

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

Other Requirements and Attributes:

- a Class 5 driver's license and a reliable vehicle would be an asset; and
- clean Criminal Record Check (Vulnerable Sector).

How to Apply: Please submit a cover letter and resume, stating salary expectations, to career@pics.bc.ca

Please use the job title as the subject of the email.

(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.)