



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Position:	Wage Subsidy Officer
Project:	FCR - National
Hours of Work:	35 hours per week
Location:	Surrey Head Office
Start date:	September 5, 2025
Wage Range:	\$27.00 - \$29.00 per hour
Reports to:	Manager / Director

Job Summary: PICS Intercultural/Tri-Provincial Health Care Professional Canadian Work Experience & Wage Subsidy FCR Program will help Internationally Trained Health Professionals (IEHPs) including but not limited to women and non-Binary who face barriers to settling in their own profession or related career by providing Canadian Work Experience, Wage-Subsidy and Job placement to Health Care Aides, Clinical/Addiction Counsellors and Other Health Professionals. This program will provide services with joint partnerships in British Columbia, Alberta, and Ontario.

Job Responsibilities:

- plan, coordinate and deliver the Wage subsidy program;
- proactively promote and market the Wage Subsidy program, concept of paid work experience to employers and eligible clients through marketing materials;
- facilitate group info sessions on the Wage Subsidy Program internally and in the community;
- coach participants in supporting their marketing approach towards employers by facilitating targeting resumes and cover letters, interviewing skills, and networking;
- receive applications for Wage Subsidy participation from clients and employers;
- recruit, evaluate and select suitable prospective employers and eligible participants;
- facilitates group and one-on-one workshops to participants and employers as needed to support employment readiness as well as employer needs;
- maintain good working relationships and communication with clients and employers;
- assist employers in creating training plans for the participants and ensure they produce a job description, orientation and monitoring of the training plan that is suitable to the client's needs and circumstances;
- monitor on a regular basis progress of placements to support client progress and success;
- support and assist Clients and employers to resolve placement issues;
- administer Financial Supports and ensure agreement terms are accurate;
- conduct on-site and virtual meetings with employers and participants to monitor progress;
- review, verify and process employer wage subsidy payment claims according to the contract;
- prepare quarterly and final reports; and
- prioritizing tasks, working with accuracy and managing deadlines effectively and consistently other duties as required.

Job Skills and Abilities:

- fluent in English; fluency in a second language (Punjabi, Hindi, Urdu, Tagalog, Cantonese, or Mandarin) is an asset;
- strong knowledge of local labour market information and methods to maintain a current;

- understanding of local influences and regional trends;
- strong analytical skills coupled with a high degree of accuracy;
- possesses established connections within the community and with employers;
- excellent verbal and written communications skills;
- strong ability to work with minimal supervision;
- excellent interpersonal skills and the ability to communicate effectively with clients and the public including potential employers and other service providers;
- competent to accomplish tasks with deadlines & handle stress and pressure;
- willing to take initiative, and action & results-oriented, flexible, and dedicated to quality work; and
- proficient in the use of the Microsoft Office Suite and Social Media - Twitter, Facebook, linkedIn, WhatsApp, website etc.

Qualifications:

Education, Training, and Experience

- bachelor's /Diploma degree in a related field or equivalent work experience;
- career Counselling and Job development knowledge;
- knowledge or experience in community based, career development / employment services preferred; and
- minimum 1 years of Job Development Experience.

Additional Information

- valid drivers' license and access to suitable vehicle is required;
- negative criminal record check; and
- Punjabi language proficiency would be considered an asset.

How to Apply: Please submit a resume and cover letter, stating salary expectation, to PICS HR Department at career@pics.bc.ca. Please include job title in subject line.

(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.)