

**POSITION:** Employment Skills Facilitator (1 Maternity Leave Coverage and 1 Permanent)

**DEPARTMENT:** Employment and Language Programs

**POSITION FUNCTION:**

Under the direction of the WorkBC Centre Manager, **Employment Skills Facilitator** is primarily responsible for developing and delivering effective classroom instruction to WorkBC clients, resulting in improved employability and successful job attachment outcome.

**QUALIFICATIONS:**

- A post-secondary certificate, degree or diploma in a relevant field (e.g. career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management) or demonstrated experience in:
  - Conducting and interpreting Client needs assessments
  - Coaching and mentoring Clients
  - Working with individuals with complex barriers and a broad range of cultural backgrounds
  - Building partnerships with community agencies, employers and other stakeholders
  - Providing customer service and resolving issues both in person and in an virtual service delivery system
  - Delivering basic life skills / essential work skills program
- Adapting teaching materials to meet the needs of clients
- Facilitating group-based learning for adult learners
- Strong interpersonal, cross-cultural communication skills; possess patience, tact, flexibility and ability to build rapport with clients
- Proficient working knowledge of the WorkBC Integrated Case Management tool
- Excellent working knowledge of existing programs and services, community resources, and local labour market conditions
- CCDP designation (Certified Career Development Practitioner) or in process of being certified is an asset. Other relevant certifications that would be an asset include: TESOL, Essential Skills, and curriculum development etc.
- Connecting WorkBC program model understanding into strategies and processes that leads to improved client success and contractual outcome
- Evaluating curriculum and teaching methodologies and regularly updates classroom instruction delivery in order to achieve successful client outcome
- Evaluating the process that determines how case managed clients are referred to classroom instruction; assist coordinator/manager in refining the process regularly
- Criminal Record Check Required

**HOURS:** 35 hours per week

**There are two positions available. One position is a Maternity Leave coverage; the other position is permanent ongoing.**

**SALARY RANGE:** \$40,932 to \$46,069 per annum, commensurate with level of experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

**RESUMES TO:** Hiring Team - MOSAIC Employment Programs  
5575 Boundary Road  
Vancouver, BC V5R 2P9  
E-mail: [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

Please reference “**Your Name – Employment Skills Facilitator WorkBC Programs**” in the subject line of your application and submit via email (Word / PDF format). No telephone calls please.

**DEADLINE:** Ongoing until a suitable candidate is hired

**NOTE:** Only applicants selected for an interview will be contacted

**POSTING DATE:** December 21, 2018

*MOSAIC is committed to promoting equal employment opportunities for all members of the community*