



Internal / External
Employment Skills Facilitator, WorkBC Programs
Surrey Cloverdale WorkBC Centre Location



POSITION: Employment Skills Facilitator

DEPARTMENT: Employment and Language Programs

POSITION FUNCTION:

Under the direction of the WorkBC Centre Manager, the **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: Full time (35 hours per week)

STARTING SALARY: \$43,425 to \$48,867 annually, based on 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 – Surrey Cloverdale WorkBC Centre
202- 17700 56th Avenue
Surrey, BC V3S 1C7
E-mail: acarruthers@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. Only applicants selected for an interview will be contacted.

DEADLINE: Ongoing until a suitable candidate is hired

POSTING DATE: May 2nd, 2019

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