



## Internal/External Outreach Job Search Specialist / Facilitator



MOSAIC is seeking a client-centred and results-orientated Outreach Job Search Specialist/Facilitator to facilitate accessibility of services to clients.

**POSITION:** Outreach Job Search Specialist / Facilitator

**DEPARTMENT:** Employment and Language Programs

**POSITION FUNCTION:** The **Outreach Job Search Specialist / Facilitator's** primary role is to deliver employment, career, and life skills services through group workshops and individual sessions at outreach locations throughout New Westminster utilizing Fraser Works curriculum, and to support job seeking clients at these sites in their job search efforts in-class and/or while working independently at various outreach locations. The goal is to increase accessibility of services to clients throughout the catchment in order to help them overcome barriers to employment using a client-centred, non-judgmental, strength based approach. It is imperative that the Outreach Facilitator demonstrates the ability to support a diverse population and takes initiative to ensure a safe and inclusive classroom environment for clients and staff in every location workshops are being delivered

- QUALIFICATIONS:**
- 2+ years of experience in employment services, adult learning or other relevant field; Certification / Degree as a Career Development Practitioner or an equivalent level of education and experience,
  - Strong Group and 1:1 facilitation skills on workshop topics addressing life and employability skills, job search skills, and career exploration and development,
  - Solid comprehension of Career Development, Industry and Labour Market needs, trends, and informational resources,
  - Qualifications to administer interest and personality assessments such as the Strong Interest Inventory and Personality Dimensions,
  - Ability to work effectively with a diverse population including people referenced as members of the Client Inclusion Groups identified by the Ministry (Indigenous People, Francophones, Immigrants, Persons with a Disability, Multi-Barriered, Survivors of Violence and/or Abuse, Youth (including Youth at-Risk).
  - Excellent communication skills, written and verbal,



**POSITION AND  
CENTRE  
RESPONSIBILITIES:**

- Ability to work co-operatively in a team environment
- Proficient computer skills including experience in MS Windows operating system, including MS Word, Excel, Access, Outlook, the Internet and some knowledge of the Integrated Case Management system (ICM), and skills needed to deliver some workshops using a provided virtual facilitation platform,
- Non-violent Crisis Intervention certification
  
- Collaboratively work with a team to update existing curriculum that is interactive and engaging, designed to meet the needs of various types of learners using various delivery formats (face-to-face and virtual)
- Deliver effective, impactful and motivational employment, career development, and life skills curriculum to job seeking clients in group or individual workshop settings at various partner outreach locations throughout the catchment
- Provide full suite of WorkBC employment services as an Outreach Job Search Specialist such as Intake, Needs Assessment, Action Plan development, making appropriate referrals to other services or to Specialists at the WorkBC Centre, and administering necessary financial supports
- Develop and maintain positive professional relationships with partnering staff at outreach locations; maintain consistent communication on all aspects of work with direct supervisor and other WorkBC Centre staff through in-person and virtual means
- Deliver effective employment, career development, and life skills curriculum to job seeking clients using a virtual platform (platform and training to be provided by Fraser Works)
- Perform administrative duties such as attendance reporting and progress updates in timely fashion on ICM or other database as required/requested, ensuring information is kept confidential and well organized
- Support (and when needed type) Resumes, cover letters, business/calling cards and correspondence
- Able to work independently at our Queensborough location one day a week
- Act as back-up for other roles within the WorkBC Centre when needed (i.e. Facilitator)
- Engage in regular supervision with the Centre Coordinator, Fraser Works and participate in performance evaluations.



Attend meetings as requested by the Centre Coordinator,  
Fraser Works

- Have working knowledge or access to updated information on other agencies providing Employment / Training, or other social service programs in the Lower Mainland
- Work in compliance with the policies and procedures of Fraser Works as well as WorkBC program procedures and regulations
- Represent the organization positively and professionally in the community
- Perform other related duties as required

**HOURS:** Full time (35 hours/week)

**Note: Hours of work for this position will include working two days per week 11am-7pm out of the work week.**

**STARTING SALARY:** \$43,425 to \$48,867 annually, based on experience

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  
Email: [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

Please reference “**Your Name – Outreach Job Search Specialist / Facilitator, WorkBC**” in the subject line of your application and submit via email (Word/PDF format). No telephone calls please. Only those selected for an interview will be contacted.

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

**POSTING DATE:** Original posting, April 17<sup>th</sup>, 2019  
**Re-posted, May 31<sup>st</sup>, 2019**

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

