



Internal/External
Job Search Specialist, WorkBC Programs
Fraser Works New Westminster Location



MOSAIC is seeking a client-centred and results-orientated Job Search Specialist who specializes in job search strategies for immigrant populations.

POSITION: **Job Search Specialist**

DEPARTMENT: Employment and Language Programs

POSITION FUNCTION: The **Job Search Specialist** delivers comprehensive employment services for Immigrant clients under the WorkBC Centre. Using a strength-based approach, we are seeking an adaptable, independent, client-centred, results-oriented individual who is passionate about empowering clients to reach their personal and employment goals. Applicants must be familiar with WorkBC employment services. This position is part of a full range Employment Service Centre and while the primary duties described outline the core work, adaptability to meeting other service needs as they emerge will be required. The Job Search Specialist will mitigate any barriers to employment that may be identified through the needs assessment specialist, and refer to appropriate interventions based on the client's needs to obtain employment.

- QUALIFICATIONS:**
- A post-secondary certificate, degree or diploma in a relevant field (example, career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling),
 - Working with individuals with complex barriers and a broad range of cultural backgrounds,
 - A second language required
 - Sound knowledge of Employment Insurance Act, BC Employment Assistance and EPBC policies,
 - Knowledge of Motivational Interviewing,
 - Job coaching/ Counselling within an Indigenous framework,
 - Excellent communication skills, written and verbal,
 - Ability to work co-operatively in a team environment,
 - Proficient in MS Windows operating system, including MS Word, Excel, Access, Outlook, the Internet and Integrated Case Management system (ICM),



- Providing customer service and resolving issues both in person and in a virtual service delivery environment,
- Experience conducting and interpreting client needs assessments, coaching and mentoring clients,
- Experience building partnerships with employers, community agencies and other stakeholders,
- Experience developing mutually agreed-upon action plans and monitoring progress while assisting individuals to move towards Labour market attachment,
- Experience facilitating one-to-one workshops on life, pre-employment and employment skills depending on individual needs, and
- Experience de-escalating and maintaining composure in high stress situations using Non-violent Crisis Intervention certification.

**POSITION AND
CENTRE
RESPONSIBILITIES:**

- Work from and continuously update client action plan
- Ability to tailor job search services to the individualized needs of each client
- Assess for and provide financial supports
- Keep up-to-date on Ministry policies, procedure changes and eligibility requirements utilizing the Ministry's Extranet
- Have a thorough knowledge of theoretical counselling and career development methodologies;
- Be familiar with the Canadian Standards and Guidelines for Career Practitioners
- Skilled in case management, electronic file management and have a solid working knowledge of procedures and continuum of services
- Must demonstrate an excellent level of written and verbal communication skills, organization skills and demonstrate accuracy and attention to details
- Understanding of poverty issues, mental health conditions, chronic homelessness and alcohol and drug addiction and demonstrated familiarity with local community and employment resources
- Provide outreach in the community, represent Fraser Works at community events and with community partners
- Able to work independently and with partnering agencies
- Establish a community resource network of agencies to ensure continuum of services
- Negotiate and disperse financial supports



- Cross-train in facilitation, needs assessment specialist and Skills enhancement services
- Make appropriate referrals to internal and external interventions such as Self-employment and Work Experience specialists
- Administer Assessment/specialized assessments and refer to assisted technology services
- Facilitate PowerPoint presentations to other service providers highlighting WorkBC services

HOURS: Full time (35 hours/week)

STARTING SALARY: \$43,553 to \$46,210 annually, depending 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 - MOSAIC Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9
Email: employmentprograms@mosaicbc.org

Please reference “**Your Name – Job Search Specialist**” 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 hired

POSTING DATE: June 5th, 2019

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

