At MOSAIC, we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We were recognized in the 2019 List of Best Workplaces™ in Canada (100-999 employees) by the Great Place to Work® Institute. With over 40 years of experience, we’re one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone’s life today!

Currently we’re seeking an individual who is enthusiastic, self-motivating, and possesses excellent communication skills to fill the position of Employment Skills Facilitator.

**POSITION:** Employment Skills Facilitator

**DEPARTMENT:** Employment & Language Services

**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. This position works out of the Delta & Ladner locations.

**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 a 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
- Excellent interpersonal, cross-cultural communication skills; possesses patience, tact, flexibility and ability to build rapport with clients
- Proficient working knowledge of the WorkBC Integrated Case Management (ICM) system
• Excellent working knowledge of existing programs and services, community resources, and local labour market conditions
• Certified Career Development Practitioner (CCDP) or in process of being certified will be considered an asset. Other relevant certifications that would be considered an asset include: TESOL, Essential Skills, and curriculum development
• Driving WorkBC program model and creating strategies and processes leading to improved client success and contractual outcomes
• Evaluating curriculum and teaching methodologies and regularly updating classroom instruction delivery in order to achieve successful client outcomes
• Evaluating process to determine how case-managed clients are referred to classroom instruction; assist coordinator/manager in refining the process regularly
• Current and satisfactory Criminal Record Check required

HOURS: Full-time (35 hours per week)

STARTING PAY: $43,425 to $46,064
$23.86 to $25.31 hourly rate
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 – Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9

Email: employmentprograms@mosaicbc.org

Please reference “Your Name – Employment Skills Facilitator, Delta location” 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 filled

POSTING DATE: November 29, 2019

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