



**Internal / External
Employment Counsellor (Float),
WorkBC Programs,
Chilliwack location**



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!

MOSAIC is seeking a client-centered and results-oriented individual with a team-player attitude who is passionate about empowering clients to reach their employment goals in the role of Employment Counsellor (Float). This position will work out of the Chilliwack WorkBC Centre location.

POSITION: **Employment Counsellor (Float)**

DEPARTMENT: **Employment & Language Services**

POSITION FUNCTION: Under the supervision of the Manager of Employment Services, the **Employment Counsellor** delivers comprehensive employment services for all clients seeking occupational, certification, and project-based labour market training, adult basic education, short-term orientation, and academic upgrading assistance. This position supports a full range of WorkBC employment services. Although the primary duties described outline the core work, adaptability to meeting other service needs as they emerge will be required. The **Employment Counsellor** will mitigate any barriers to employment and implement an appropriate course of action based on the client's needs.

- QUALIFICATIONS:**
- A post-secondary degree, certificate or diploma in a relevant field (career development, counselling, social work, sociology, psychology, human services, education), or completion of course work in related fields, or **2 or more** years of demonstrated experience in:
 - Working with individuals with complex barriers and a broad range of cultural backgrounds
 - Job coaching, counselling, or mentoring clients
 - Conducting and interpreting clients' needs assessments
 - Implementing action plans and monitoring progress to help clients achieve sustainable employment
 - Providing excellent customer service and resolving issues both in person and in a virtual service delivery environment
 - Building partnerships with employers, community agencies and other stakeholders

- Excellent interpersonal, verbal and written communication skills
- Ability to work cooperatively in a team environment
- Working knowledge of existing programs and services, community resources, and local labour market conditions
- Proficiency in Microsoft Windows operating system and Microsoft Office software such as Word, Excel, Access, Outlook, the Internet, Integrated Case Management system (ICM), and standard office equipment
- Knowledgeable about training programs
- Organized and able to set priorities and meet deadlines
- A working knowledge of the Employment Insurance Act, BC Employment and Assistance program and WorkBC employment services policies will be considered an asset
- Certified Career Development Practitioner (CCDP) or in the process of being certified will be considered an asset
- Ability to speak a second language will be considered an asset
- Current and satisfactory Criminal Record Check required

HOURS: Full-time (35 hours per week)

STARTING PAY: \$43,425 to \$46,064 annual salary based on experience and qualifications

A competitive benefits package is offered with contracts of at least one year in length, offering 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 Counsellor, Chilliwack location” in the subject line of your application and submit via email (Word/PDF format). Please, no telephone calls. We thank everyone for their interest. However, the only applicants contacted will be those selected for an interview.

DEADLINE: Ongoing until filled

POSTING DATE: February 19, 2020

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

