



Internal / External Employment Opportunity

Employment Services Advisor, Refugee Employment Services Burnaby and Surrey locations

Why you should apply with us:

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!

Join our team!

We're seeking a caring, client-centred, and results-oriented individual to help refugee clients to reach their employment goals.

POSITION:

Employment Services Advisor

DEPARTMENT:

Employment & Language Services

ABOUT THE POSITION:

As the Employment Services Advisor, you'll provide a wide range of services including case management, facilitation, and job placement.

KEY RESPONSIBILITIES:

- Provide job-related counselling, document all counselling activities and sessions, offer support as appropriate, and refer clients to appropriate resources for help with personal and other issues
- Assist self-service clients in the resources area (i.e. assist with navigation, access to online assessment, and job search support)
- Organize and deliver group sessions as necessary
- Provide employment services training to newcomer populations as required
- Engage in placement activities such as cold calling, follow-up on job leads, gathering job postings, communication of opportunities to staff and clients, and securing paid and unpaid work experiences
- Maintain and provide statistics on participant progress
- Maintain client files to proper standards

MINIMUM QUALIFICATIONS:

- Post-secondary degree, certificate or diploma in adult education, counselling, psychology, social work, human services, ESL studies, or a combination of coursework and experience
- Current and satisfactory Criminal Record Check required

DESIRED SKILLS AND QUALIFICATIONS:

- One to two years of experience providing assessment, employment counselling, and providing referral services
- Strong interpersonal and written communication skills
- Strong organizational and time-management skills
- Ability to work independently and in a team environment
- Proficiency in Microsoft Office suite, publishing software, databases, and the ability to operate standard office equipment
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making

BONUS SKILLS/CERTIFICATIONS:

- Ability to speak a second language will be considered an asset
- Career Development Practitioner certified will be considered an asset

HOURS:

Full-time (35 hours per week)

STARTING PAY:

\$40,932 to \$43,425 annual salary based on experience and qualifications

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

HOW TO APPLY:

Please apply via email. In the subject line of your email, please type:

“Your Name – Employment Services Advisor, RES, Burnaby and Surrey locations”

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Hiring Team – Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9

Email both the cover letter and resume to employmentprograms@mosaicbc.org

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted.

DEADLINE TO APPLY:

Ongoing until filled

POSTING DATE:

Original post date: March 2, 2020

Re-post date: March 9, 2020



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