Are you considering a career in vocational or career development? Do you stay current on the labour market and industry trends? Do you want to make a difference in people's lives by supporting their professional development?

Assist in the development or enhancement of people's skills, and share job-searching and career planning knowledge. If you have excellent interpersonal communication skills, are a resourceful problem-solver, and you use good judgement in decision-making, apply for this great employment opportunity to enrich your skills as an Employment Counsellor!

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!
MOSAIC is seeking a client-centered and results-oriented individual with a team-player attitude who is passionate about helping 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, & Social Enterprise Services

ABOUT THE POSITION:
As the Employment Counsellor, you will deliver comprehensive career development services for all clients seeking occupational, certification, career development, career planning, training, and academic upgrading assistance. This position supports a full range of WorkBC employment services. In the role of Employment Counsellor, you will mitigate any barriers to employment and implement an appropriate course of action based on your clients’ needs. Although the primary duties described outline the core work, adaptability to meeting other service needs as they emerge will be required.
KEY RESPONSIBILITIES:
• Assess potential clients’ program eligibility for the WorkBC program and refer ineligible clients to other appropriate community resources
• Interview clients and conduct a needs assessment (CNA) to determine work experience, educational background, career goals, job readiness, interests, abilities and aptitudes
• Identify clients’ barriers to employment and make appropriate recommendations i.e. certification, vocational training
• Maintain an excellent working knowledge of local labour market trends, community resources, the needs of job seekers and employers, and effective ways to bridge their respective needs

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

DESIRED SKILLS AND QUALIFICATIONS:
• Able to build rapport with clients
• Excellent interpersonal and written communication skills
• Ability to work cooperatively in a team environment
• Proficiency in Microsoft Office suite, Teams, database software, and able to operate standard office equipment
• Excellent problem solving, collaboration and organizational skills
• Tactful, discrete, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement
• Current and satisfactory Criminal Record Check required

BONUS SKILLS/CERTIFICATIONS:
• Career Development Practitioner certified will be considered an asset
• Ability to speak a second language will be considered an asset
• Experience with Integrated Case Management (ICM) system will be considered an asset

HOURS:
Full-time (35 hours per week)
STARTING PAY:
$46,064 to $48,867 annual salary based on experience and qualifications

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of the position.

HOW TO APPLY:
Please apply via email. In the subject line of your email, please type:
“My Name – Employment Counsellor (Float), Chilliwack location”
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:
October 5, 2020

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