



## **Internal/External Employment Opportunity Employment Services Advisor, Employment Programs, Remote, Burnaby, and Vancouver 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 have been recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) and the [2020 list of Best Workplaces Managed by Women](#) by the Great Place to Work® Institute. We are one of Canada's largest settlement organizations with 45 years of experience 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 an enthusiastic, client-centered, and results-oriented individual to fill the role of an Employment Services Advisor for both Fast Track to Infrastructure Construction (F2IC) and Fast Track to Customer Relationship Management (F2CRM) programs.

#### **POSITION:**

**Employment Services Advisor**

#### **DEPARTMENT:**

**Employment, Language, and Social Enterprise Services**

#### **ABOUT THE POSITION:**

As the Employment Services Advisor, you will provide a wide range of services including case management, curriculum development, facilitation, counselling, and work experience placement services. The Employment Services Advisor is also responsible for maintaining an excellent working relationship with clients and employers.

#### **KEY RESPONSIBILITIES:**

- Provide job-related one-to-one or group counselling, document all counselling activities and sessions, offer support as appropriate, and refer clients to other appropriate resources
- Prepare and deliver essential skills workshops to participants (existing materials may require target specific adjustments)
- Assist clients with navigation and access to online assessment and job search support
- Organize and deliver group sessions as necessary (in person and through virtual channels)
- Provide employment services training to immigrant and indigenous populations



- 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 regular 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:**

- Excellent time management skills to ensure effective balance between 2 programs
- One to two years of experience providing assessment, employment counselling, facilitation, and providing referral services to professional and non-professional clients
- 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, Teams, Zoom, 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:**

This is a full-time position

#### **STARTING PAY:**

Annual salary commensurate with the level 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, Multiple Programs”**

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](mailto:employmentprograms@mosaicbc.org).

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.

**DEADLINE TO APPLY:**

July 30, 2021

**POSTING DATE:**

July 16, 2021



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