

POSTING

VOCATIONAL SUPPORT WORKER Permanent Part Time (8 hours per week) (2 days per week; 4 hours each day)

Surrey Clubhouse/Clean Streets Program

The Vocational Support Worker is responsible for supporting and facilitating clubhouse members in pursuing various forms of basic paid work and work-related tasks.

KEY DUTIES AND RESPONSIBILITIES

- Working with clubhouse staff, recruit, assess and organize members to participate in the various work and work-related tasks offered by the clubhouse
- Provide ongoing, flexible support for the members participating in the Vocational Support Program. Assist with work-related tasks such as resume building, job searches, and referrals/applications, as appropriate.
- Provide ongoing assessment and evaluation of client interests and needs with clubhouse staff.
- Maintain accurate and up-to-date records on member work hours, progress, and budget expenditures, to be submitted to the supervisor as required.
- Work in a team setting and participate in the organization of special events and activities within the Vocational Support Program
- Complete reports and evaluations related to the progress and efficacy of the Vocational Support Program, for use alone and for incorporation into other clubhouse reports and evaluations.
- Make recommendations related to the development of the program and participate in program evaluations as directed by the Program Manager.
- Perform other related duties as directed by supervisor

QUALIFICATIONS

Education, Training, and Experience:

- Post secondary training and experience in social services or related field with teaching skills and knowledge of psychosocial rehab principles
- Lived experience relevant to the service setting is considered an asset
- Use of a reliable vehicle/clean drivers abstract
- Current Level 1 First Aid certificate
- Successfully pass a criminal record check

Job Skills and Abilities:

- Demonstrate an ability to work with adults living with a mental illness
- Effective interpersonal skills and communication skills
- Strong time management skills
- Ability to motivate and provide direction to clients
- Crisis Line experience an asset
- Ability to identify sensitive issues and maintain confidentiality

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting [December 4, 2018] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Pat St. Jean, Program Manager
Options Community Services Society

Email: Patricia.StJean@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21234] and outlining your qualifications and related experience for the position.