

# POSTING

## EMPLOYMENT COORDINATOR Permanent Full Time (35 hours per week)

### Surrey Clubhouse (New Frontier)

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The Employment Coordinator provides employment services to a caseload of clients recovering from a mental illness seeking competitive employment in an integrated community setting. Employment services are offered as part of the Surrey Clubhouse programming.

#### KEY DUTIES AND RESPONSIBILITIES

- Adhere to the policies and standards of Options Community Services Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Collaborate with the client initially to determine vocational rehabilitation needs, interests, skills and abilities.
- Create a vocational rehabilitation plan in accordance with clients' preferences, needs and abilities with the ultimate aim of securing competitive employment. To provide Surrey Mental Health and Substance Use staff of client's plan, ongoing assessment, and evaluation.
- Coordinate with Mental Health Workers responsible for the Supported Work programs at the clubhouses, to monitor participant progress and gauge readiness to move into applying for competitive employment.
- Coordinate Clubhouse activities to support employment initiatives with other community agencies /partners and Fraser Health.
- Participate in business development activities that support programming, supported work and competitive employment opportunities by partaking in preparing proposals.
- Work with other community agencies and Fraser Health to reduce the stigma around mental illness; provide employers and boards of trade with awareness and education.
- Coordinate with the program manager to ensure the goals of the program are met.
- As needed, assist clients with attending appointments by either providing transportation when necessary, or teaching transportation routes/methods as required.
- As needed help clients find volunteer placement and on the job support.
- Ensure the coordination of participant's activities in the program, including referrals to other community agencies, mental health, educational and training resources as needed.
- Provides or facilitates on-site job coaching to ensure orientation and on going training for both clients and employers as required.
- Able to recognize, analyze and strategize around potential emergency situations. Report problems to supervisor and or proper authorities.
- Provide accurate reports including statistical data.
- Make recommendations with regard to the development of the program and participate in program evaluations. Assess strategy on an ongoing basis to ensure effectiveness of service.
- Collaborate with other professionals as needed. Liaises with other community services and organizations.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

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- Establish and maintain a positive working relationship with other staff, volunteers, clients and other professionals. Works as a member of a team.
- Maintain professional growth and keep up to date on trends related to the responsibilities of the position.
- Perform other clubhouse duties as directed or needed.
- Follow written and verbal directives from the immediate supervisor, executive director or designate.

## QUALIFICATIONS

### Education, Training, and Experience:

- Bachelor's degree and/or a related combination of education and experience.
- Excellent oral/written communications and computer skills.
- Current Level I First Aid and CPR certificate.
- Minimum two years vocational counselling or job marketing / development experience.
- Minimum one year experience working with individuals with a mental illness.
- Class 4 Drivers License.

### Job Skills and Abilities:

- Effective interpersonal and facilitation skills.
- Group facilitation skills.
- Knowledge of employment-related activities such as assessing, employment counselling and job-search support.
- Must be able and willing to work shifts including weekends and evenings.
- Must demonstrate an ability to work effectively with the client group.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.
- Have no relevant criminal history.
- Crisis Line experience an asset.

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

### CLOSING DATE:

**Resumes will be reviewed starting [June 19, 2019] 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](mailto:Patricia.StJean@options.bc.ca)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21357] and outlining your qualifications and related experience for the position.**

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