

We're Hiring!

**Posting:
A21842**

Employer Liaison/Job Coach
Temporary Full-time
(35 hours per week)

WorkBC - Newton

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

12 month contract

The Employer Liaison/Job Coach supports clients in job search activities and promotes all clients including those with multi-barriers and disabilities to employers and generate job leads to secure sustainable employment, wage subsidy contracts, unpaid work experiences, community attachment, and on the job training/coaching. They will collect and disseminate labour market information to staff, clients, employers and community partners. They will also organize and participate in hiring fairs, build program awareness in the community, host market booths, participate in community events and promote ministry initiatives to employers. This position will meet specific identified targets and outcomes, utilizing all three service delivery channels - Outreach, Virtual and WorkBC Centres - while maintaining consistent records and tracking data.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Contact and network with employers to build relationships/generate appropriate leads and placing clients in sustainable employment jobs.
- Develop a specific client marketing plan that includes job target, employer targets and marketing strategies.
- Work one to one with clients to support and strengthen self-marketing approaches including: targeted resumes, cover letters, interviews, and networking.
- Organize and participate in community initiatives, meetings, hiring fairs, collaborative events, program marketing.
- Attend trade shows and other business/networking events to build employer relationships.
- Maintain and continue building an employer database.

QUALIFICATIONS

Education, Training, and Experience

- Business Administration or Marketing Degree/Diploma or a combination of relevant training and experience.
- 1-2 years of job development/job placement experience with clients with broad range of cultural

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

Posted: 21-June 14

backgrounds and complex barriers to employment preferred.

- Strong links to the business community with a knowledge of the local labour market.
- Valid BC driver's license and access to a reliable vehicle.
- Must be able to work flexible hours including evenings and weekends.
- Excellent numeracy skills and high level of digital literacy required

Knowledge Skills and Abilities:

- Comfortable working in a performance based work environment with strong emphasis on sustained employment outcomes.
- Ability to work with clients with multi-barriers and disabilities utilizing a result-oriented focus combined with patience.
- Sound understanding of wage subsidy criteria and process for WorkBC and Opportunities Fund.
- Must be independent, self-motivated and have a mature disposition.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Ability to identify sensitive issues and maintain confidentiality.
- Ability to write and format current industry standard resumes.
- Flexible and committed to achieve sustainable outcomes and targets within a team.
- Proven ability to meet deadlines and maintain accurate files as per agency standards.
- Second language is an asset.
- Competent in relating to a diverse clientele, including people with disabilities, and sincere appreciation for a multi-cultural environment.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **June 30, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Catherine Saramito, Assistant Program Manager
Options Community Services Society

Email: employmentservices@options.bc.ca

Please include a cover letter indicating the posting number [**#21842**] and detailed resume outlining your qualifications and related experience for the position.

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