

We're Hiring!



**Posting:
A21950**

**Employer Liaison/Job Coach
Temporary Full-Time, until June 30, 2022
(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.

Located in Newton, our WorkBC Employment Services provide cost-free and tailored services to residents who are unemployed or working less than 20 hours a week and legally entitled to work in Canada and are not currently attending full-time school.

The Employer Liaison/Job Coach supports clients in job search activities and promotes clients (with multi-barriers and disabilities) to employers to generate job leads and 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 and organize and participate in various recruitment activities. 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. Candidates must be able to work a rotational schedule (Monday-Friday and Tuesday-Saturday).

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Maintain frequent communication and work collaboratively with Employment Counselors to understand client needs and employment goals.
- 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.
- Contact and network with employers to build relationships and generate appropriate leads for sustainable employment outcomes.
- Attend trade shows and other business/networking events to build employer relationships.
- Maintain and continue building an employer database.
- Remain current on local labour market trends and effective job search approaches.
- Create opportunities for multi-barriered clients to access informational interviews, job shadowing, volunteering and training on the job and support in navigating through and addressing their social and emotional barriers, mental health, addictions, homelessness and related issues to ensure successful employment placement.

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

Posted: 21-Feb-10

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

QUALIFICATIONS

Education, Training, and Experience:

- Business Administration or Marketing Degree/Diploma or a combination of relevant training and experience.
- 1-2 years of demonstrated experience in: assessing complex client needs in specialized areas such as social and emotional barriers; mental health; addictions; homelessness; employment placement 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.

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.
- 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.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Ability to identify sensitive issues and maintain confidentiality.

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.

Applicants may be requested to present proof of Covid-19 vaccination.

CLOSING DATE: Resumes will be reviewed starting **November 29, 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 [#21950] and detailed resume outlining your qualifications and related experience for the position.

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