

**We're Hiring!**



## **EMPLOYER LIAISON/JOB COACH**

<b>Posting Requisition</b>	<i>22155</i>	<b>Program</b>	<i>WorkBC Newton</i>
<b>Job Type</b>	<i>Regular, Full-time</i>	<b>Location</b>	<i>Surrey, BC</i>
<b>Hours of work</b>	<i>35 hours per week</i>	<b>Closing Date</b>	<i>Open Until Filled</i>

Options Community Services is 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.

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 WorkBC clients (Multi-barriered and Disabilities) in job search activities and generates job leads for sustainable employment, wage subsidy contracts, unpaid work experiences, community attachment, and on the job training/ coaching. They are responsible for staying abreast and following WorkBC Policies and standards to ensure accurate data entry and record keeping in ICM.

### **ACCOUNTABILITIES**

- Looks for suitable jobs and places clients (Multi-barriered and Disabilities) in long-term employment.
- Achieve outcome targets for paid/unpaid work placements; utilizing all three service delivery channels - Outreach, Virtual and In-person.
- Provide thorough on the job coaching and follow-up support to clients and employers to ensure maximum success in reaching 52 weeks of sustained employment.
- Process wage subsidy intervention for WorkBC and Opportunities Fund in liaison with employers.
- 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.
- Reports and addresses health and safety issues/concerns as they arise.
- Performs other duties, as needed.

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## QUALIFICATIONS

### Education, Training, and Experience:

- Business Administration or Marketing Degree/Diploma or a combination of relevant training and experience.
- Minimum two (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 local labor market.
- Valid BC driver's license and access to a reliable vehicle.
- Must be able to work flexible hours including evenings and weekends.

### Skills and Abilities:

- Ability to work with clients with multi-barriers and disabilities.
- Ability to write and format current industry standard resumes.
- Good numeracy skills required
- Comfortable working in a performance-based work environment.
- Must be independent, self-motivated and have a mature disposition.
- 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.
- Competent in relating to a diverse clientele, including people with disabilities, and sincere appreciation for a multi-cultural environment.
- Ability to identify sensitive issues and maintain confidentiality.
- Second language is an asset; preference will be given to **Spanish, Pushto, Dari, Farsi speakers**

## SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

**PLEASE APPLY TO:** Catherine Saramito, Assistant Program Manager  
Options Community Services Society  
Email: [employmentservices@options.bc.ca](mailto:employmentservices@options.bc.ca)

**Please include a cover letter clearly indicating the posting number [posting #22155] and outlining your qualifications and related experience for the position.**