

**We're Hiring!**



## EMPLOYMENT COACH

|                            |                           |                     |                                                            |
|----------------------------|---------------------------|---------------------|------------------------------------------------------------|
| <b>Posting Requisition</b> | 22391                     | <b>Program</b>      | <i>Women Empowerment &amp; Employment Readiness (WEER)</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.

The Employment Coach is responsible for developing and delivering employment and employability skills training to project participants. The Employment Coach works closely with Project team to meet funding deliverables and outcomes as set by funder, maintaining consistent records and tracking data to report out on participants to both funder and Options Community Services.

### ACCOUNTABILITIES

- Maintains a strong working knowledge of local, provincial and federal employment services, resources and a wide range of related issues and initiatives.
- Work collaboratively with Project Manager and Administrative Assistant to ensure that project services are up-to-date, innovative and meet the needs of the clients and project outcomes/targets, including monitoring of data quality, data integrity and performance outcomes as per funder expectations.
- Organize, develop and facilitate group-based skills training that caters to women job seekers from newcomer and visible minority communities: occupational skills; essential skills; life skills; and pre-employment skills.
- Host guest speakers and content experts; create group-based learning schedules and track attendance and progress of participants.
- Work one-on-one with participants to support and strengthen self-marketing approaches including targeted resumes, cover letters, interviews, and networking.
- Meet performance measurement targets, service/intervention level targets and outcome targets.
- Participate in team-building and share information for project development in case conferences and staff meetings.
- Follows written and verbal directives from the immediate supervisor, Senior Manager, Deputy Executive Director or designate.
- Performs other related duties as required.

### QUALIFICATIONS

#### Education, Training, and Experience:

- Post-secondary education in social services or a related field and a minimum of three years' demonstrated experience in employment counselling. A combination of equivalent experience and training will be considered.
- Career Development Practitioner Certificate from an accredited college or equivalent combination of education and experience within the employment field
- Job Club Leadership and Personality Dimensions training is an asset

***We are an equal opportunity employer committed to hiring a diverse workforce***

Posted: 23-Sep-29

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- Job Development training or experience is an asset
- Well-developed group and one-to-one facilitation skills - knowledgeable of small group dynamics
- Highly developed resume writing/editing skills with excellent knowledge of current resume trends
- Proven experience in developing and delivering skills training sessions to job seekers via classroom and virtual settings
- Well-developed computer skills in Microsoft Office; strong ability to learn new computer software, including ICM.

#### **Skills and Abilities:**

- Experience working with multicultural job seekers and vulnerable communities
- Able to identify sensitive issues and maintain confidentiality
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Excellent knowledge of labour market trends, employment and non-employment related services in the community
- Exceptional communication and listening skills to ensure participants feel respected, heard and supported
- Strong interpersonal skills and confidence in dealing with difficult participants
- Experience in motivating and supporting participants in job search activities
- Proficient in creating and formatting targeted resumes utilizing current industry standards
- Experience working with employers to support hiring activities while connecting suitable program clients
- Able to organize and carry out duties with independence and professionalism
- Capable of relating to a diverse clientele and sincere appreciation for a multicultural environment
- Strong ethics around confidentiality and the ability to identify sensitive issues
- Organized and comfortable working in a multi-tasked, fast-paced environment
- Flexible and committed to working in a team to achieve sustainable outcomes and targets - 'can do', 'will do' attitude.
- Strong computer skills; highly experienced in MS Office and navigating the internet
- Second language is an asset

#### **SPECIAL REQUIREMENTS**

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

*\*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:** Becky Ip, Program Coordinator  
Options Community Services Society  
Email: [becky.ip@options.bc.ca](mailto:becky.ip@options.bc.ca)

**No phone calls please**

**Please include a cover letter clearly indicating the posting number [posting #22391] and outlining your qualifications and related experience for the position.**