

# Langley Community Services Society



## LANGLEY COMMUNITY SERVICES – JOB POSTING SIS 2021-02

<b>Job Title:</b>	Employment Counsellor
<b>Department:</b>	Settlement and Employment Services
<b>Start Date:</b>	January 18, 2021
<b>Salary:</b>	Hourly rate (\$ 26.94 - \$31.37) – depending on qualifications and experience
<b>Hours:</b>	Full-time –35 hours per week

### Job Summary:

Individuals in this position will be responsible for facilitating program workshops and individual career counseling services to clients as well as assisting with securing work placement and employment opportunities in the program. They will also follow up with activities and ensuring the participants would reach the ultimate outcome of employment according to program's timeline.

### Key Duties and Responsibilities:

- ❖ Gather or develop training materials/curriculum including electronic presentations
- ❖ Deliver workshops in a flexible manner that adjusts both content and approach in response to the needs of participants
- ❖ Collaborate with all program staff to ensure seamless delivery
- ❖ Follow-up on any outstanding inquiries generated during workshops
- ❖ Provide advice and share personal experience on career development
- ❖ Provide feedback to clients to help improve resume quality and interviewing skills
- ❖ Connect participants to potential employers through networking opportunities, and to support them in building a network in Canada
- ❖ Support participants to successfully achieve training and or job goals as set during intervention and upon completion of the job club
- ❖ Meet placement objectives as outlined in the contract
- ❖ Compile and maintain current labour market information and relevant resource materials
- ❖ Edit and customize resumes, letters, and other correspondence.
- ❖ Maintain client files and records according to Society or program accreditation standards
- ❖ Assist in preparation of reports and compile program statistics
- ❖ Assist in preparation of new and on-going proposals
- ❖ Work with participants to improve job performance activities and gain necessary job skills or reviews other employment options
- ❖ Prepare documentation and reports related to program activities, track participant activities and progress data and updates on a regular basis.
- ❖ Remain adaptive to changes in service delivery models, the Labour market or participant trends
- ❖ Attend and / or assist in organizing employment program events
- ❖ Participate as a positive and cooperative team member, attend meetings, and participate in Society committees and events as required and /or directed.

# Langley Community Services Society



- ❖ Attend external meetings, workshops or conferences related to employment and immigrant issues for networking, marketing, advocacy and/or professional development purposes.
- ❖ Other duties as required by the manager.

## **Qualifications, Experiences and Abilities:**

- ❖ Post-Secondary degree Child/youth related field (e.g., Child and Youth, Social Service Worker, Social Worker, Psychology, Sociology) or the equivalent combination of education and experience working with youth.
- ❖ Professional development courses re: job search instruction, personal or career counseling, placement and/or monitoring.
- ❖ Proven experience in career counseling and group facilitation in adult education, preferably within a multicultural and /or ESL context.
- ❖ Knowledge of ESL teaching techniques an asset.
- ❖ Experience in Adult Education and employment programs – curriculum development, assessment, and screening skills
- ❖ Demonstrated youth program development and facilitation experience
- ❖ Knowledge of youth involvement strategies and models
- ❖ Conflict resolution, facilitation and training experience related to youth
- ❖ Experience in community based non-profit organizations.
- ❖ Knowledge and familiarity of immigrant communities and youth issues.
- ❖ Knowledge of current Labour market conditions, trends and working conditions.
- ❖ Current knowledge of available training programs and community resources.
- ❖ Knowledge of standardized assessment tools and techniques.
- ❖ Strong written and verbal communication skills.
- ❖ Strong computer competency (Windows environment, MS Office, Internet & Email applications).
- ❖ Cross-cultural competency.
- ❖

## **Additional Information:**

- ❖ This is a union position.
- ❖ This position is open to male and female applicants.
- ❖ This position may require working outside office hours.
- ❖ Criminal Record Check is required

## **TO APPLY:**

Please reply by January 20, 2021 with Cover Letter and Resume, quoting Posting Number **SIS 2021-02** to:

**Langley Community Services Society**

**Attention: Mary Tanielian, Senior Manager of Settlement, and Employment Services**

**5339 – 207 St, Langley, BC V3A 2E6**

**Email: [mtanielian@lcss.ca](mailto:mtanielian@lcss.ca)**

*Please note that only persons selected for an interview will be contacted.*