

Langley Community Services Society



LANGLEY COMMUNITY SERVICES – JOB POSTING SIS 2023-04

Job Title:	Employment Counsellor
Department:	Settlement and Employment Services
Start Date:	December 4th, 2023.
Salary:	Hourly rate (\$ 25.05 - \$28.75) – depending on qualifications and experience
Hours:	Part-time –20 hours per week

Job Summary:

This position assesses clients' interests, skills, abilities, and work readiness. Finds and advises clients of employment opportunities. Supports and provides skill development to clients in areas related to obtaining and retaining employment.

Key Duties and Responsibilities:

- ❖ Assesses clients' interests, skills, abilities, and readiness as they relate to obtaining and retaining employment and identifies barriers to employment.
- ❖ Finds employment opportunities for clients. Contacts potential employers to obtain job leads, promote the program, and develop relationships.
- ❖ Provides clients with information on employment opportunities that are compatible with their interests, skills, and abilities by analyzing available jobs and identifying specific tasks to match jobs to clients.
- ❖ Establish and facilitate workshops geared at increasing labour force attachment.
- ❖ Provides support and skill development in areas related to obtaining employment such as job search strategies, job application, resume/ cover letters writing and interview skills.
- ❖ Maintains and provides current employment-related information such as labour market information (LMI), employment standards regulations and information on other community resources and services.
- ❖ Conducts group sessions such as information sessions, workshops and job finding clubs.
- ❖ Follows up job placements by assisting employers to work with clients through orientation and education.
- ❖ Maintains related records in accordance with established policies and guidelines (iCARES/ Nucleus) and produces reports as required.
- ❖ Liaises with community service providers to promote the program.
- ❖ Performs other related duties as required.
- ❖ Other duties as required by the manager.

Qualifications, Experiences and Abilities:

- ❖ Diploma in a related human/social service field.
- ❖ Minimum of 1 years recent related experience or an equivalent combination of education, training, and experience.
- ❖ Experience in delivering employment workshops.
- ❖ Familiar with outcome-based program evaluation strategies.
- ❖ Excellent organizational and time management skills.

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- ❖ Understanding settlement and integration issues as they relate to client integration.
- ❖ Excellent oral and written English language skills and group facilitation.
- ❖ Ability to work effectively with various language interpreters.
- ❖ Able to work independently and as part of a team to provide quality services to program participants.
- ❖ Proficiency in MS Word, Excel, Email database, and Internet use.

Additional Information:

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

TO APPLY:

Please reply by **Nov 16th, 2023**, with Cover Letter and Resume, quoting Posting Number **SIS 2023-04** to:

Langley Community Services Society

Attention: Mary Tanielian, Director of Settlement, and Employment Services

5339 – 207 St, Langley, BC V3A 2E6

Email: mtanielian@lcss.ca

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