

LANGLEY COMMUNITY SERVICES – JOB POSTING SES 24-07

Job Title:	Employment Counsellor
Department:	Settlement and Employment Services
Start Date:	April 1 st 2024
Salary:	Grid Level 10 -Hourly rate Range \$25.05-\$28.75 depending on the qualification and experience
Hours:	35 hours per week

Job Summary:

This position assesses clients' interests, skills, abilities, and work readiness. Finds and advises clients of employment/mentorship 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/mentorship opportunities for clients. Contacts potential employers to obtain job leads, promote the program, and develop relationships.
- Provides clients with information on employment/mentorship 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 labor 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 labor 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 on job placements/ mentorship by assisting employers/partners to work with clients through orientation and education.
- Maintains related records in accordance with established policies and guidelines (Nucleus) and produces reports as required.
- Liaises with community service providers to promote the program.
- Performs other related duties as required.

Reporting relationships

The Employment Counsellor reports to the Director of SES

Required education, experience, training.

- Diploma in a related human/social service field.
- Minimum of 1 years recent related experience or an equivalent combination of education, training, and experience.

Required competencies: skills, abilities, training.

- Experience in delivering employment workshops.
- Familiar with outcome-based program evaluation strategies.
- Excellent organizational and time management skills.
- Understanding settlement and integration issues as they relate to client integration.
- Excellent oral and written English language skills and group facilitation.
- Fluency in speaking, reading, and writing Punjabi, Hindi and Urdu
- 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.
- This position may require me to work outside office hours.

Additional Information:

- This is a union position.
- This position may require working outside office hours.
- Criminal Record Check required.

TO APPLY:

Please reply with Cover Letter and Resume, quoting Posting Number **SES 2024-07** to:

Langley Community Services Society
Attention: Mary Tanielian
Senior 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.