



AWARE SOCIETY
Assisting With Awareness Regarding Employment
www.awaresociety.bc.ca

Head Office
202, 204 6th Street
New Westminster, BC V3L 3A1

Please apply to info@awaresociety.bc.ca by August 21, 2020

JOB TITLE:	Employment Consultant / Job Developer
CLASSIFICATION:	Full-time/Contract 35 hours per week
REPORTS TO:	Manager
Wage:	\$29.29
Hours:	35 hours per week
Commencement Date:	ASAP

ROLE SUMMARY

AWARE Society team members are supported and expected to work as part of a team aligned with a shared goal of providing high quality service to clients, employers, the community and the Ministry. Each AWARE Society team member uses strong communication and coordination skills and shares knowledge to work impactfully within a cross functional team of AWARE Society staff and service delivery partners responsible for excellence in client service. All team members are responsible for the quality of our face to face and virtual interactions, for the promotion of WorkBC services, for providing outreach to various locations in the catchment and for supporting community engagement activities. At AWARE, we are flexible and agile and we prioritize client service while ensuring contract and policy compliance – this is reflected in our day to day tasks, our scheduling and our support of one another. Strong relationships, developed and maintained through mutual respect and caring, characterize our team.

As an Employment Consultant you deliver comprehensive employment services for multi-barrier clients under the WorkBC Centre. Using a strength-based approach, we are seeking an adaptable, independent, client-centered, results-oriented individual who is passionate about empowering clients to reach their personal and employment goals. Applicants must be familiar with WorkBC employment services. This position is part of a full range Employment Service Centre and while the primary duties described outline the core work, adaptability to meeting other service needs as they emerge will be required. The Employment Consultant will mitigate any barriers to employment that may be identified through the needs assessment specialist, and refer to appropriate interventions based on the client's needs to obtain employment.

As a Job Developer you are responsible for providing individualized services to employers and Clients in order to achieve Labour Market Attachment for Clients who are unlikely to find work through self-marketing efforts to employers. Job Development Services provide Clients with direct support to negotiate with employers for new job opportunities that may exist or be developed (carved) from existing job descriptions based on the needs, skills and abilities of the Client and individual employer needs.

And other duties as required, including going beyond job description to help colleagues or to do work related to other roles whenever necessary

QUALIFICATIONS

Required:

- Demonstrated experience in conducting and interpreting Client Needs Assessments; coaching and mentoring Clients; working with individuals with complex barriers and a broad range of cultural backgrounds; and building partnerships with employers, community agencies, and other stakeholders
- Experience in effectively marketing Clients, including Specialized Population Clients, and explaining the benefits to employers
- Strong ability to market centre employment services to potential employers or/ or employer related forums, for example, Chamber of Commerce, employer networking linkages
- Ability to take a unique approach in coming up with ideas to meet Clients employment placement needs
- Experience in assessing the needs of an employer and a Client and making an effective match
- Strong digital literacy skills including Microsoft Office Suite
- Solid understanding of confidentiality and other professional codes of conduct; must submit for a criminal record check
- Ability to work outside require business hours, including in shifts and evenings
- Flexibility and the ability to work in different locations as required

Preferred:

- Proficiency in English and/or other languages
- Comfort and proficiency using Social Media
- Experience with Ministry and other online tools such as ICM and online employment services

Education/Certifications:

- Post-secondary certificate, degree, or diploma in a relevant field (e.g. career or employment development, job development, marketing and sales) preferred

Please apply to info@awaresociety.bc.ca no phone calls please