



# AWARE Society

## FRASER WORKS JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Job Search Specialist-Indigenous</b>
<b>CLASSIFICATION:</b>	<b>1 Position New Westminster</b>
<b>REPORTS TO:</b>	<b>General Manager, Fraser Works Coop</b>
<b>WAGE:</b>	<b>\$29.29 per hour with benefits after 3-month probationary period</b>

### **JOB SUMMARY:**

The job search specialist delivers comprehensive employment services for Indigenous clients under the WorkBC Centre. Using a strength-based approach, we are seeking an adaptable, independent, client-centred, 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 Job Search Specialist 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.

### **QUALIFICATIONS:**

- A post-secondary certificate, degree or diploma in a relevant field (example, career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling)
- Working with individuals with complex barriers and a specific knowledge of Metis and Indigenous cultures
- Sound knowledge of Employment Insurance Act, BC Employment Assistance and EPBC policies
- Knowledge of Motivational Interviewing
- Job coaching/ Counselling within an Indigenous framework
- Excellent communication skills, written and verbal
- Ability to work co-operatively in a team environment
- Proficient in MS Windows operating system, including MS Word, Excel, Access, Outlook, the Internet and Integrated Case Management system (ICM)
- Providing customer service and resolving issues both in person and in a virtual service delivery environment
- Experience conducting and interpreting client needs assessments, coaching and mentoring clients,
- Experience building partnerships with employers, community agencies and other stakeholders
- Experience developing mutually agreed-upon action plans and monitoring progress while assisting individuals to move towards Labour market attachment
- Experience facilitating one-to-one workshops on life, pre-employment and employment skills depending on individual needs
- Experience de-escalating and maintaining composure in high stress situations using Nonviolent Crisis Intervention certification



## **POSITION AND CENTRE RESPONSIBILITIES:**

- Work from and continuously update client action plan
- Ability to tailor job search services to the individualized needs of each client
- Assess for and provide financial supports
- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people find employment
- Keep up to date on Ministry policies, procedure changes and eligibility requirements utilizing the Ministry's Extranet
- Have a thorough knowledge of theoretical counselling and career development methodologies;
- Be familiar with the Canadian Standards and Guidelines for Career Practitioners
- Skilled in case management, electronic file management and have a solid working knowledge of procedures and continuum of services
- Must demonstrate an excellent level of written and verbal communication skills, organization skills and demonstrate accuracy and attention to details.
- Strong background and understanding of Indigenous history, cultures, and homelessness and understanding of poverty issues, mental health conditions, addiction and demonstrated familiarity with local community and employment resources
- Provide outreach in the community, represent Fraser Works at community events and with community partners
- Able to work independently and with partnering agencies
- Establish a community resource network of agencies to ensure continuum of services
- Negotiate and disperse financial supports
- Cross train in facilitation, needs assessment specialist and Skills enhancement services
- Make appropriate referrals to internal and external interventions such as Self-employment and Work Experience specialist
- Administer Assessment/specialized assessments and refer to assisted technology services
- Facilitate PowerPoint presentations to other services providers highlighting WorkBC services

First Nations, Inuit and Métis candidates will be given priority (please self-identify).

**CLOSING DATE:** May 7, 2021

Please email cover letter and resume to: [info@awaresociety.bc.ca](mailto:info@awaresociety.bc.ca)