



AWARE Society

AWARE Society - FRASER WORKS Coop

JOB TITLE: Facilitator (37.5Hours per week)

CLASSIFICATION: 1 Position New Westminster

REPORTS TO: Manager, Fraser Works Coop

WAGE: \$32.97 per hour, plus benefits

JOB SUMMARY:

The Facilitator's primary role is to deliver employment, career, and life skills topics through group workshops, individual sessions and online utilizing Fraser Works curriculum and to support job seeking clients in their job search efforts in-class and/or while working independently in the Centre's resource room. The goal is to help clients overcome barriers to employment using a client-centred, non-judgmental, strength based approach. It is imperative that the Facilitator demonstrates the ability to support a diverse population and takes initiative to ensure a safe and inclusive classroom environment for clients and staff.

QUALIFICATIONS:

- 2 plus years' experience in employment services, adult learning or other relevant field; Certification / Degree in Career Development Partitioning or an equivalent level of education and experience
- Strong Group and 1-1 facilitation skills on workshop topics addressing life and employability skills, job search skills, and career exploration and development
- Solid comprehension of Career Development and Industry and Labour Market needs, trends, and informational resources
- Qualifications to administer interest and personality assessments such as the Strong Interest Inventory and Personality Dimensions
- Ability to work effectively with a diverse population including people referenced as members of the Client Inclusion Groups identified by the Ministry (Indigenous People, Francophones, Immigrants, Persons with a Disability, Multi-Barriered, Survivors of Violence and/or Abuse, Youth (including Youth at-Risk)
- Excellent communication skills, written and verbal
- Ability to work co-operatively in a team environment
- Proficient computer skills including experience in MS Windows operating system, including MS Word, Excel, Access, Outlook, the Internet and some knowledge of the Integrated Case Management system (ICM), and skills needed to deliver some workshops using a provided virtual facilitation platform
- Nonviolent Crisis Intervention certification



POSITION AND CENTRE RESPONSIBILITIES:

- Collaboratively work with a team to develop and/or update existing curriculum that is interactive and engaging, designed to meet the needs of various types of learners using various delivery formats (face-to-face and virtual)
- Deliver effective, impactful and motivational employment, career development, and life skills curriculum to job seeking clients in group or individual workshop settings
- Delivery effective employment, career development, and life skills curriculum to job seeking clients using a virtual platform (platform and training to be provided by Fraser Works)
- Provide coverage for other roles requiring support during breaks, scheduled and unscheduled absences.
- Perform administrative duties such as attendance reporting and progress updates in timely fashion on ICM or other database as required/requested
- Support (and when needed type) Resumes, covering letters, business/calling cards and correspondence
- Act as back-up for other roles within the WorkBC Centre when needed (i.e. Outreach Facilitator, Resource Room, etc.)
- Have working knowledge or access to updated information on other agencies providing Employment / Training, or other social service programs in the Lower Mainland
- Engage in regular supervision with the Team Lead, Fraser Works and participate in performance evaluations. Attend meetings as requested by the Team Lead
- Work in compliance with the policies and procedures of Fraser Works as well as program procedures and regulations
- Represent the organization positively and professionally in the community
- Perform other related duties as required

APPLY:

Please send resume to mbrown@awaresociety.bc.ca on or before September 20, 2024