



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਨੂੰ

Job Posting-Employability Training/Work Experience & Placement Specialist PBLMT Project

South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral and traditional homelands of the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̱ atəʔ/Selilwitulh (TseilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and South Vancouver community members as we work collectively towards community building.

South Vancouver Neighborhood House, a non-profit social service organization, is looking for a skilled, motivated, and experienced Employability Training/Work Experience & Placement Specialist to provide support, and guidance to multi-barriered clients, pipelined into PBLMT Settlement Practitioner Diploma training program, funded by Ministry of Social Development & Poverty Reduction. This position will be under the general supervision of the Manager-Settlement/Family Programs and the Project Coordinator/Facilitator of this program. This position will serve clients referred by Work BC and will support and assistance in practicum placement and finding meaningful employment for the clients in the program.

Responsibilities

Client Service:

- Works with program staff, as appropriate, to identify and pre-screen suitable candidates for PBLMT
- Arranges placement of participants in job shadowing, practicum, or work experience opportunities to improve their chances for securing jobs commensurate with their identified skills and experience.
- Facilitates group workshops (in-person or online) on job search related topics, as well as mock interviews
- Assists in the development of targeted resumes, cover letters, and e-portfolios
- Works with program staff for job postings and conducts the necessary screening interviews and appropriate tests to facilitate quality job matches and referrals.
- Conducts matches between the skills sets required by employers and the skills sets identified by the clients.
- Prepares and coaches participants for job and/or work experience placement interviews with employers.
- Provides ongoing coaching and support to clients. Consults with the relevant staff or the Manager regarding any unresolved issues and problems.
- Conducts site visits, and placement monitoring and evaluation activities.
- Arranges group tours to employer sites to facilitate Participants' career exploration and research

Job Development:

- Develops and maintains a network of resources and employers to ensure availability of job leads for clients.
- Maintains a database of contacts; and markets job placement services to generate job leads and placements for clients.
- Contact employers, using cold or warm calls, on-site meetings, etc. to determine employment opportunities for clients, promote ALL NEW services and determine current and future labor market skill needs of the employer.
- Outreach to employers to identify opportunities in the "hidden" job market.
- Builds and maintains positive relationships with prospective employers, resource persons, and other relevant organizations. Keeps abreast of developments in the local labor market and trends in the employment/career counselling area.

Administrative Functions:

Building Better Neighbourhoods Together Since 1977





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- Updates client's information and employment activities in the participant job placement tracker.
- Research and use job search engine to look for job prospects for participants and updates job prospects database.
- Maintains necessary records and prepares accurate and timely narrative/statistical data for program reporting purposes.
- Perform administrative functions to support marketing activities, such as preparing correspondence, reports, and records.
- Participates in creating marketing strategies and activities with the marketing team such as planning and participating in outreach and recruitment activities, e.g., hiring events and career information workshops.
- Performs other related duties as assigned.

Qualifications

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- Strong verbal and written communication skills as well as multi-cultural awareness
- Second language an asset
- Ability to work cooperatively with a diverse staff, volunteers, and other members of the team
- Demonstration of on-going professional development in the field
- Ability to problem solve
- Good conflict resolution skills
- Successful criminal record search required
- Familiar with social media and how to share information through it
- Familiar with Microsoft applications (Teams, Excel, Word)
- Can work independently and in a team
- Adaptive to last-minute changes and opportunities

Hours & Wages:

- Wage: \$30.04/hour
- This is a one-year position at 35 hrs./week starting Jan23rd, 2023, till Jan 5th, 2024

To Apply: Please email cover letter and resume with subject line “Employability Training/Work Experience & Placement Specialist” by 5pm on Jan 15th, 2023, to:

Huda Bolbolan, Manager Settlement & Family Programs

Email: huda.bolbolan@southvan.org

Association of Neighborhood Houses and South Vancouver Neighbourhood House are equal opportunity employers. Only successful candidates will be contacted.



This program is funded by the Government of Canada
and the Province of British Columbia.

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