

South Vancouver Family Place is looking for a Job Title: Job Developer / Facilitator: **Office Hours:** 35 hours/ week (Monday to Friday) for 52 weeks. This is a year contract with the possibility of extension dependent on funding.

Job Summary: This position is responsible for engaging participants in the entire recruitment process, including liaising with WorkBC staff and College staff, also providing participants with mentorship during training to ensure a solid grasp of the curriculum; including providing job search assistance, counselling, coaching, mentoring, and placement services to program clients; and preparing program reports for the project manager.

Essential duties and responsibilities:

- Recruit qualified candidates that meet all participant project requirements as well as program entrance requirements
- Provide participants with mentorship during training to ensure a solid grasp of the curriculum and address any language barriers or learning issues to support immigrants being successful in the project
- To provide each participant with ongoing Training/ Work Experience Coaching and wrap-around support.
- Deliver Life Skills and Job Search skills workshops in group settings, including but not limited to: Time and Stress Management, Self Esteem Building, Goal Setting, Career Exploration, Resume and Cover Letter Writing, Employment References Preparation, Interview Techniques, Tapping the Hidden Job Market, Researching Information and Statistics, Job Maintenance, Communication, Problem Solving and Workplace Assertiveness, etc.
- Monitor and coach participants' attendance and progress in workshops; assist participants in networking with employers and monitoring their progress.
- Develop Action Plans with each participant to facilitate the ongoing management of the participant's employment future, search and send Job Leads to participants
- Assist participants in typing, editing, correcting and making changes to all job search documents and update these in the participants' files in the office
- Assist participants in the implementation of the financial support component of the program. (Including training allowances and other program support payments)
- Follow-up with participants after they exit the program to ensure employment
- Connect participants with appropriate community resources
- Perform other job-related duties as assigned from time to time; such as monthly, and annual reporting

Education and Knowledge:

- Completed degree or diploma in Social Services or related discipline supplemented by two to three years' experience in a job developer and facilitator role; OR equivalent combination of education and experience
- Career Development Practitioner Certificate and designation is an asset
- Experience working in an environment with multiple barrier client groups preferred

Terms of Employment

Full-time 35 hours per week (Contract is from Sept 2022-Sept 15, 2023)

- Monday to Friday 8:30 am to 3:30 pm (7 hours/day- some flexibility)
- Wage- \$30.00 /hour plus Benefits plus 2 weeks paid vacation
- Position will begin on September 2022 or until it is filled.
- Position will report to the Project Manager, and Executive Director

We accept applications from Sept 2022 until position is filled. Please send resume and cover letter to Julio Bello Sept Address to Julio Bello, Executive Director, at ed.svfp@gmail.com; no phone calls, please.